5090
ESC 424
22 October 1999

From: Commanding Officer, Naval Facilities Engineering Service Center, Port Hueneme

Subj: CY99 P2ADS DATA CALL

Ref: (a) OPNAVINST 5090.1B
(b) MCO P5090.2

Encl: (1) NFESC UG-2037-ENV, October 1999, Pollution Prevention Annual Data Summary (P2ADS) Guide

1. Please provide your CY99 Pollution Prevention Annual Data Summary (P2ADS) information to us by 16 March 2000. References (a) and (b) issued this data requirement. Enclosure (1), the P2ADS guide, provides reporting guidance.

2. Please note that installations are expected to report P2ADS for their tenants. Reports may be submitted using the form provided in Enclosure (1), or electronically, via disk or e-mail. P2ADS software is available from the contacts listed below or from our worldwide web homepage. The CY99 software is new and improved.

3. A new section, other select waste, has been added for CY99. Other select waste includes both solid waste and hazardous waste for four specific commodities. They are: construction and demolition debris (C&D); oils; antifreeze; and lead acid batteries. If you report solid waste, you must report other select waste. Other select waste must also be reported in the hazardous waste section if it is state regulated. See Chapter 3, Other Select Waste, for more information.

4. Our solid waste contact is Ms. Carolejo Adams, ESC 424, DSN 551-4872 or (805) 982-4872. Our hazardous waste contact is Ms. Margaret Anderson, ESC 424, DSN 551-3008 or (805) 982-3008.

PAMELA S. LATIMER
By direction

Distribution: (See Page A-1)

NAVAL FACILITIES ENGINEERING COMMAND
Washington, DC 20374-5065

NFESC
User's Guide
UG-2037-ENV

CALENDAR YEAR 1999 POLLUTION PREVENTION ANNUAL DATA SUMMARY (P2ADS) GUIDE

Prepared by

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EXECUTIVE SUMMARY

The purpose of this guide is to help you prepare your Pollution Prevention Annual Data Summary (P2ADS) for Calendar Year 1999. Because of the changes in the reporting requirements, it is important that the person responsible for completing the P2ADS report read this guide thoroughly.

The Pollution Prevention Annual Data Summary (P2ADS) replaced both the solid waste and the hazardous waste annual reports (SWAR and HWAR). Chapter 14 of OPNAVINST 5090.1B and Chapter 17 of MCO P5090.2A reflect these changes. This change was made to ease the reporting burden, while maintaining environmental data integrity. The Naval Facilities Engineering Service Center (ESC) will collect P2ADS data by installation and provide the data back to the claimants for review. A final report will be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

P2ADS tracks the Department of the Navy's progress in meeting the Department of Defense Measures of Merit (MOM) goals for solid waste and hazardous waste. The Measures of Merit goals call for a 50% reduction of hazardous waste transferred offsite between 1992 and 1999. The solid waste MOM calls for a 40% diversion of solid waste from landfills and incinerators in an economical manner. Details of the new solid waste MOM are in Chapter 2 of this guide.

A new chapter, "Other Select Waste", has been added to collect information for construction and demolition debris, oils, antifreeze, and lead acid-batteries. These wastes will be used in calculating the solid waste MOM goal.

CONTENTS

CHAPTER 3, OTHER SELECT WASTE

CHAPTER 4, HAZARDOUS WASTE

CHAPTER 1--P2ADS INTRODUCTION

1.1 PURPOSE. The Pollution Prevention Annual Data Summary (P2ADS) tracks the Navy's progress in meeting the Department of Defense Measures of Merit goals for solid and hazardous waste. The Measures of Merit (MOM) goal for hazardous waste calls for a 50% reduction of manifested hazardous waste by 1999 using 1992 as the baseline. A new solid waste MOM goal has replaced the two previous ones. The new goal calls for a 40% diversion from landfilling and incineration while maintaining the economic benefit of recycling and composting.

Both the solid waste and the hazardous waste annual reports (SWAR and HWAR) have been replaced by the P2ADS as announced by CNO letter 5090 Ser N451D/7U530414 of 28 October 1997 and CMC letter 5090, LFL/S-157 of 26 Jan 1998. This change was made to ease the reporting burden while maintaining environmental data integrity. This guide will assist you in preparing the P2ADS for Calendar Year 1999. The Naval Facilities Engineering Service Center (ESC) will collect the data by installation and provide the data for review to CMC and the claimants. A final report with then be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

1.2 SCOPE. This guide contains four chapters, P2ADS introduction, solid waste instruction, other select waste instructions, and hazardous waste instructions. We acknowledge that most activities have a hazardous waste manager and a solid waste manager. Therefore, this guide is designed to be separated into three separate guides. Chapter 2 is a solid waste report guide, Chapter 3 is an "other select waste" guide, and Chapter 4 is a hazardous waste report guide. This will enable your program managers to complete their sections of the report and merge the forms together for a combined submission.

Chapter 1, P2ADS introduction, reporting requirements, and the report due date.

Chapter 2, solid waste, consists of six sections. Section 2.1 contains general instructions that specify reporting requirements, who should report, and when to report. Section 2.2 contains detailed instructions of how to answer each question on the form. Section 2.3 contains the conversion factors for common items. Section 2.4 is a glossary of terms and acronyms. Section 2.5 is a sample report that illustrates how the form should be completed. Section 2.6 provides a blank solid waste report form.

Chapter 3, other select waste, consists of four sections. Section 3.1 contains general instructions that specify reporting requirements, who should report, and when to report. Section 3.2 contains detailed instructions of how to answer each question on the form. Section 3.3 is a sample report that illustrates how the form should be completed. Section 3.4 provides a blank "other select waste" report form.

Chapter 4, hazardous waste, consists of six sections. The general instructions in Section 4.1 specify who should report and when. The form instructions in Section 4.2 contain detailed instructions on how to answer each question on the form. A sample report, in Section 4.3, illustrates how the form should be completed. Section 4.4 is a glossary of terms. Section 4.5

contains a list of process codes and descriptions. Section 4.6 provides a blank hazardous waste report form.

NOTE: As previously stated, this guide is designed to be separated. Chapter 2 contains all the directions and forms necessary to complete the solid waste section. Chapter 3 contains all the directions and forms necessary to complete the "other select waste" section. Chapter 4 contains all the directions and forms necessary to complete the hazardous waste section.

1.3 REPORTING INSTALLATION OR SHORE ACTIVITY. Installations, or host activities, are expected to report for their tenants. Refer to the solid waste, other select waste, or hazardous waste chapters for specific directions.

1.4 REGIONALIZATION REPORTING REQUIREMENTS. Regionalization is the term used to describe consolidation of several installation functions into a single regional command. This includes solid waste and hazardous waste management and recycling functions. However, when reporting solid and hazardous waste data for P2ADS, you should **submit a separate P2ADS report for each installation**. The regional solid waste or hazardous waste manager can submit all reports for the region but we need a separate P2ADS report for each installation in that region. The individual reports are necessary to report the MOM performance for each claimant. Navy and Marine Corps installations that are not part of regionalization can continue to report as usual. Further regionalization details for solid waste are provided in Chapter 2.

1.5 REPORTING REQUIREMENTS. OPNAVINST 5090.1B and MCO P5090.2A require Navy and Marine Corps shore activities, worldwide, to report solid waste and hazardous waste.

1.5.1 SOLID WASTE—WHO MUST REPORT? Installations that generate one or more tons of solid waste per day are required to report. If the installation's population is 300 or more you are probably generating about one ton of solid waste per day or about 250 tons per year. The report form is provided in Chapter 2. Refer to Chapter 2, Section 2.2, for guidance in completing the report.

1.5.2 OTHER SELECT WASTE—WHO MUST REPORT? Installations that report solid waste must also report other select waste. In other words, if you must do a solid waste P2ADS report, you must report other select waste. Refer to Chapter 3, Section 3.2, for guidance in completing the report. Waste oils, ethylene based antifreeze, lead-acid batteries, and construction and demolition debris are considered to be other select waste for the P2ADS report. If the other select wastes are hazardous they must also be reported as hazardous waste, as described in Chapter 4 of this guide.

1.5.3 HAZARDOUS WASTE—WHO MUST REPORT? Installations that generate an average of 220 pounds or more of hazardous waste per month (2,640 pounds per year) are required to complete the hazardous waste report form provided in Chapter 4. Installations that are conditionally exempt small quantity generators—those that generate less than 220 pounds a

month and whose information is not submitted by a host installation—are not required to report.

Refer to Chapter 4, Section 4.2, for guidance in completing the form.

1.6 P2ADS-WHEN IS IT DUE? Submit Calendar Year 1999 P2ADS to the ESC by 16 March 2000.

1.7 HOW DO I REPORT? The P2ADS report may be any combination of these three reporting options:

OPTION 1. Send paper reports to**:**

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

You may FAX your report to: ESC424/M. Anderson at (805) 982-4832 or DSN 551-4832. FAXED reports will be accepted as the official report. While you may want to verify that your faxed report has been received, it is not necessary to send a printed copy. Marine Corps installations are required to provide a copy to CMC (LFL).

OPTION 2. Use our P2ADS software and submit via e-mail. A software program is available for electronic reporting. The software requires Windows 95 to operate. You may submit your report via e-mail to Margaret Anderson at andersonmj@nfesc.navy.mil or Nancy Owen at owenne@nfesc.navy.mil.

To download the software from our home page:

- Our home page URL is http://www.nfesc.navy.mil/
- Select "Products and Services"
- Select environmental services to get to the Environmental Services Page.
- Select "Data Management, Reporting, and Software"
- Select "Pollution Prevention Annual Data Summary (P2ADS) Software - (Note that there are two versions of software. One that requires Access97 and one that requires Windows 95 only.).
- Double click on the download file to unzip and install.
- There is a P2ADS software manual and a copy of this guide available at the same location.

OPTION 3. FOR SOLID WASTE REPORTERS. USE DESCIM issued SWAR-Base software. See Chapter 2 for complete instructions. **FOR HAZARDOUS WASTE REPORTERS.** If you have your own hazardous waste software and can export files, you can send the exported files. See Chapter 4 for complete instructions.

1.8 WHAT IF I NEED HELP? Contact one of our experts listed below:

- **Solid Waste/Other Select Waste:**
  Carolejo Adams, DSN 551-4872, (805) 982-4872, adamsch@nfesc.navy.mil
  Wallace Eakes, DSN 551-4882, (805) 982-4882, eakesws@nfesc.mavy.mil
- **Hazardous Waste:**
  Margaret Anderson, 551-3008, (805) 982-3008, andersonmj@nfesc.navy.mil
  Nancy Owen, DSN 551-2642, (805) 982-2642, owenne@nfesc.navy.mil

CHAPTER 2--SOLID WASTE

2.1 GENERAL--SOLID WASTE DATA COLLECTION. There are three options for submitting your P2ADS solid waste information. You can submit a paper report, a P2ADS software report, or a SWAR-Base software report.

OPTION 1, PAPER REPORT. Send the hazardous waste and the solid waste sections to**:**

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

You may also FAX your report to ESC424/Anderson at (805) 982-4832 or DSN 551-4832.

Note: If you prepare only the solid waste part of the report, please coordinate with the person responsible for preparing the hazardous waste part and send both sections to the address shown above. Marine Corps installations are required to provide a copy to CMC (LFL).

OPTION 2, P2ADS SOFTWARE REPORT. Use our P2ADS software to submit your report electronically via e-mail. A software program is available from ESC on diskettes or by downloading from our homepage. The software is in Access 7.0 and requires Windows 95, Windows NT or Windows 98 to operate. You may submit your report via e-mail to Carolejo Adams at adamsch@nfesc.navy.mil.

To download the software from our home page:

- Our home page URL is http://www.nfesc.navy.mil/
- Select "Products and Services"
- Select environmental services to get to the Environmental Services Page.
- Select "Data Management, Reporting, and Software"
- Select "Pollution Prevention Annual Data Summary (P2ADS) Software - (Note that there are two versions of software. One that requires Access97 and one that requires Windows 95 only.).
- Double click on the download file to unzip and install.
- There is a P2ADS software manual and a copy of this guide available at the same location.

If you need help contact one of the personnel listed below:

- **Solid Waste/Other Select Waste:**
  Carolejo Adams, DSN 551-4872, (805) 982-4872, adamsch@nfesc.navy.mil
  Wallace Eakes, DSN 551-4882, (805) 982-4882, eakesws@nfesc.mavy.mil
- **Hazardous Waste:**
  Margaret Anderson, 551-3008, (805) 982-3008, andersonmj@nfesc.navy.mil
  Nancy Owen, DSN 551-2642, (805) 982-2642, owenne@nfesc.navy.mil

OPTION 3, SWAR-Base SOFTWARE REPORT. If you are using DESCIM issued SWAR-Base software, you must have the latest version, October 1999. You may obtain the latest version by downloading it from the Defense Environmental Network and Information eXchange (DENIX) web site at www.denix.osd.mil. The complete address is: http://www.denix.osd.mil/denix/DOD/DESCIM/SWARBASE/swarbase.html". Table 2-1 has DENIX information. An excellent tutorial is also available on DENIX at http://www.denix.osd.mil/denix/DOD/Training/descim-tutorial.html. We recommend that users download the tutorial and review prior to downloading and using SWAR-Base.

If you use the DESCIM SWAR-Base software, follow the manual's instructions to create an export (not the back up file) to HQ file. Send the diskette or attach the file to an e-mail, and send to Carolejo Adams at adamsch@nfesc.navy.mil; Margaret Anderson at andersonmj@nfesc.navy.mil, or Nancy Owen at owenne@nfesc.navy.mil. You can also print an individual survey copy to mail or fax to us.

Table 2-1 DESCIM SWAR-Base Software Sources

DESCIM Help Desk	(703) 256-6661 Ext. 112 or helpdesk@descim.osd.mil	
DENIX web site	Home Page	www.denix.osd.mil
DENIX web site	DOD Page	http://www.denix.osd.mil/denix/DOD/dod.html
DENIX web site	Public Page	http://www.denix.osd.mil/denix/Public/public.html

Notes: The DENIX home and public pages are not restricted. However, to access the DOD page, you must have a logon and password. If you don't have one, go to the home or public page and request a password by completing the information about your organization. To get the DESCIM SWAR-Base software, log on to the DOD page, select DESCIM PMO under information on the left side of the page and follow the instructions for downloading the software. We recommend going to the SWAR-Base homepage and selecting and printing the "Steps to download SWAR-Base, SWARHQ, and the SWAR Manuals."

If you are a SWAR-Base user you can get help but you need to have the following information when contacting the DESCIM SWAR help desk:

1. What installation name you are using
2. What version (i.e., SWAR-Base 1.1.3a) you are using
3. Service (Army, Navy, Air Force, etc.)
4. Whether Environmental Coordinator (Solid Waste Manager) or satellite (recycling, collection, or disposal) was selected
5. What kind of operating system you have (Windows 95, NT, etc.)
6. Name, commercial phone number, and email address of user
7. Nature of problem
8. If your problem relates to your data, rather than a general functional question, it is helpful if you create a backup file of your data. To do this in SWAR-Base or SWARHQ, go to

Tools, and select “backup database”, this will create a *.zip backup file of all your data and attach that zip file to your email. This enables them to test using your data.

2.1.1 CY99 SOLID WASTE REPORTING CHANGES:

(1) Regionalization. You, or the regional solid waste manager, must report solid waste information by installation even if you have regionalized.

(2) SWAR-Base software available from DESCIM has been updated. If you use SWAR-Base, you must use the latest version, October 1999. Also note that SWAR-Base does not support collection of "other select waste" as discussed in Chapter 3.

(3) Navy claimants are now required to meet the DOD MOM goal of 40% diversion by 2005. This is a new requirement found in Change 2, Chapter 14 of OPNAVINST 5090.1B issued 9 September 1999. Marine Corps installations will be required to meet the DOD MOM, guidance is pending.

(4) Construction and demolition debris (C&D) is no longer collected in the solid waste form but in a new form called “other select waste” as described in Chapter 3.

(5) Other select waste is a new category of solid waste you must report. This form will be used to report disposal and recycling information for oils, antifreeze, lead-acid batteries, and C&D.

(6) IMPORTANT. You should take credit for diversion of installation generated waste no matter where it is recycled or composted. For example, if you send your waste to an off site installation material recovery facility, you can claim the amount that was diverted. You can also claim C&D diversion conducted by construction contract or MILCON project.

2.1.2 WHO MUST REPORT?--SOLID WASTE. OPNAVINST 5090.1B and MCO P5090.2A require Navy installations, Marine Corps installations, and government owned contractor operated (GOCO) facilities, worldwide, that generate one or more tons of solid waste per day, to report solid waste data. To determine if your installation meets the one ton per day requirement, use population figures to estimate the weight. Populations (work force + residence) greater than 300 normally generate about one ton per day. The Naval Facilities Engineering Service Center (ESC) collects data from Navy and Marine Corps installations and provides a summary to Navy claimants and to CMC for review. A final report will be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

2.1.3 HOST AND TENANT RELATIONSHIP. Installations are expected to report for their tenants. As most solid waste collection is performed for all activities at the installation, the installation or host activity shall report the solid waste information using the P2ADS form, P2ADS software, or SWAR-Base software. The installation should include information for all tenants. The term installation or host activity is defined in more detail in paragraphs 2.1.4 and 2.4.

Here's an example: At a large naval station, the host installation will report the solid waste data for the entire installation. In our sample form, the naval station solid waste information includes the total solid waste generated, recycled, disposed, and cost information for the host and tenant activities located within the boundaries of the installation.

If the host installation has an Air Force, Army, Coast Guard, or other tenants, the tenant information will be reported in the host report. Conversely, Navy or Marine Corps activities on an Army base, Air Force base or other DOD installations will provide their solid waste information to their reporting hosts. You need not make a separate report to the Navy. Government owned contractor operated (GOCO) facilities must report their solid waste information according to DOD Instruction 4715.4.

Navy and Marine Corps tenants of non-DOD installations that generate one or more tons of solid waste per day must report their P2ADS to NFESC. If in doubt, please call us.

2.1.4 WHO'S EXEMPT FROM REPORTING--SOLID WASTE. Afloat or fleet activities are exempt from reporting solid waste information. Ships, field units, air squadrons, and similar deployed commands normally do not have to report. The information for these units is collected and reported by the host activity or installation receiving their waste. Do not list ships or squadrons as tenants.

Here's an example: While in port, ship's solid waste will be reported by the naval station; aircraft squadron waste will be reported by the host air station, and so forth.

Navy shore activities that are tenants of other DOD installations do not have to report their solid waste information to the ESC. However, you may be requested to provide information to your host installation who will report for you. Navy and Marine Corps tenants at other DOD installations should retain a copy of the host's reporting transmittal letter for their records.

If your installation is due for closure in the reporting year, you still must report. For example, if the installation closed in July, solid waste information from January to July must be reported to ESC. This can be done by the installation staff or by NAVFAC Base Realignment and Closure (BRAC) staff. Once the installation has been turned over to NAVFAC, the report is no longer required.

If the installation, including tenants, generates less than one ton per day of solid waste, you do not have to complete the solid waste section of the P2ADS. Installations that fall into this category are generally small facilities such as Navy and Marine Corps reserve centers, small communications centers, etc. Shore activities with less than 300 employees usually generate less than one ton per day and do not have to report. If you are uncertain or need advice, call your Naval Facilities Engineering Command Engineering Field Division solid waste contact.

2.1.5 WHO PREPARES THE P2ADS, SOLID WASTE SECTION? The answer to this question varies from installation to installation, and, of course is up to your command. We recommend that the installation environmental engineer or solid waste program manager complete the solid waste section. Navy and Marine Corps environmental regulations require installations to

report their solid waste information. Installation environmental engineers usually complete similar environmental reports each year and are accustomed to coordinating with other departments inside and outside the facilities management group.

2.1.6 WHERE DO I GET THE SOLID WASTE INFORMATION? The information necessary to fill out the solid waste form can be gathered from a number of sources. See Table 2-2 for an overview of solid waste and recycling sources. The public works transportation office normally is responsible for solid waste disposal and can provide weight tickets and the total amount of solid waste generated. The contracts office can provide solid waste information if solid waste service is contracted out. The Defense Reutilization and Marketing Office (DRMO) can provide recycling revenues. Recycling information can be obtained from the Morale, Welfare, and Recreation (MWR) office, which usually operates the installation recycling program. Commissaries and exchanges often run specific recycling programs and generally keep excellent records. Reports should also include installation waste that is recycled by civilian organizations. Another source of information is the installation Qualified Recycling Program (QRP) instruction which describes how recycled materials are collected and sold, and how revenues and expenditures are tracked. Some of the general information such as the activity population is available at your public affairs department, administrative office, or housing office.

Table 2-2 Solid Waste and Recycling Information Sources

Waste Steam Information	Source
Refuse	Public works, contracting officer, base maintenance, refuse contractor, landfill operator, incinerator operator, (ROICC, AROICC for construction waste and remodeling waste)
Landscaping waste	Public works, contracting officer, base maintenance, golf course manager, landscaping contractor, and compost facility on or off the installation
Commissary and exchange waste	Commissary officer, Navy or post exchange manager, DRMO
C&D	ROICC, AROIC, public works, base maintenance, CBs, roads and grounds maintenance, paving contractor
Lead-acid batteries, used oil, and antifreeze	Public works, base maintenance, contract office, DRMO, installation hazardous waste handlers
Housing	Public works, contracting officer, base maintenance, and family housing officer
Recycling	QRP, DRMO, MWR, public works, base maintenance, material recovery facility (MRF), refuse contractor, commissaries, and the Navy or post exchange, civilian employee associations, other public or private organizations that collect recycled materials, ROICC or AROICC for C&D recycling
Compost	Grounds maintenance contractor, landscaping contractor, contracts officer, public works, base maintenance, private or municipal compost facility
WCF recycled materials	DRMO--(DRMO sells industrial scrap generated from NWCF activities; these should be collected and reported in P2ADS)

Table 2-2 Solid Waste and Recycling Information Sources	
Waste Steam Information	**Source**
Hobby shops	MWR (auto hobby shop, wood shop, etc.)

2.1.7 WHEN IS THE REPORT DUE? The completed solid waste information must be received at the ESC by 16 March 2000. The reporting period is 1 January through 31 December 1999**.** Submit an information copy to your claimant**.** Navy claimants are required to meet the MOM goals, therefore, they will be interested in your P2ADS report. Of course, early submission is acceptable and encouraged. **NOTE: Remember to attach the P2ADS solid waste data to your P2ADS hazardous waste data before submitting—coordinate with your hazardous waste program manager.**

2.1.8 ARE THERE OTHER SOURCES FOR SOLID WASTE INFORMATION? Your Naval Facilities Engineering Command (NAVFACENGCOM) Engineering Field Division (EFD) or Engineering Field Activity (EFA) has a solid waste contact who can assist you. Table 2-3 lists the NAVFACENGCOM solid waste contacts. This is a good source for sanitary landfill information, solid waste engineering studies, or similar engineering information not readily available at your installation. Another source of solid waste information is your claimant's environmental contact, who can assist you regarding resource budget planning.

Table 2-3 Naval Facilities Engineering Command Solid Waste/Recycling POCs 9/21/99					
COMMAND	**NAME/ E-MAIL**	**CODE**	**DSN**	**FAX**	**COM**
NAVFAC	Trembly, Scott tremblys@hq.navfac.navy.mil	ENV/ST	325-9315	202-685-1670	202-685-9315
LANTDIV	Thompson, Charles thompsoncr@efdlant.navfac.navy.mil	1813	262-4767	757-322-4804/5	757-322-4767
PACDIV	Omatsu, Cheryl H omatsuch@efdpac.navfac.navy.mil	ENV1812C0	471-3948	808-474-5419	808-474-3948
NORTH DIV	Wiese, George gwwiese@efdnorth.navfac.navy.mil	1812	443-0567	610-595-0555	610-595-0567x128
SOUTHDIV	Harrell, Rob harrellra@efdsouth.navfac.navy.mil	1835	583-5551	843-820-7465	843-820-5551
SWESTDIV	Maderos, A mederosa@efdswest.navfac.navy.mil	l04EN	522-2633	619-532-2607	619-532-2633
EFAWEST	Lind, Larry lllind@efawest.navfac.navy.mil	1822	494-2527	415-244-2774	415-244-2527
EFA NWEST	Haelsig, Brian haelsigbr@efanw. navfac.navy.mil	184BH	744-0060	360-396-0857	360-396-0060
EFA CHES	McCrary, Tom mccraryta@efaches.navfac.navy.mil	A1823	325-3298	202-685-0979	202-685-3298
EFAMED	Fortunato, Franco fortunatof@efamed.navfac.navy.mil	N8	626-4720	39-081-568-4348	39-081-568-4720x381
EFA MIDWEST	Abbate, Luigi abbateLF@pwcgl.navfac.navy.mil	N43	792-4477	847-688-6352	847-688-4477

Table 2-3 Naval Facilities Engineering Command Solid Waste/Recycling POCs 9/21/99					
COMMAND	**NAME/ E-MAIL**	**CODE**	**DSN**	**FAX**	**COM**
NFESC	Comstock, John comstockjp@nfesc.navy.mil	426	551-5315	805-982-4832	805-982-5315
NFESC	Eakes, Wallace eakesws@nfesc.navy.mil	426	551-4882	805-982-4832	805-982-4882

2.1.9 MEASURED OR ESTIMATED VALUES. We need accurate information to show Navy and Marine Corps status and for reporting MOM goals. You can convert volume to mass, (i.e., cubic yards to tons) by referring to the density of various wastes in Section 2.3 and using the materials that most accurately represents what is generated at your installation. These values are reported as estimates of the weight. The general formula is:

$$\text{Tons} = \text{Volume}(\text{CubicYards}) \times \text{Density}(\frac{\text{Ton}}{\text{CubicYard}}) \quad \text{or}$$

$$\text{Pounds} = \text{Volume}(\text{CubicYards}) \times \text{Density}(\frac{\text{Pounds}}{\text{CubicYard}})$$

$$2000 \text{ Pounds} = 1 \text{ Ton}$$

If you do not have the exact figures, such as the weight in tons of recycled waste, you can estimate the volume and then convert it to tons. You must convert volume to tons (2,000 pounds equals a ton). In general, non-compacted municipal solid waste is about 250 pounds per cubic yard. See Section 2.3 for conversion figures. Convert metric unites to Avoirdupois System measurements (tons, etc.).

2.1.10 REPORTABLE AND NON-REPORTABLE SOLID WASTE. Solid waste, in general terms, includes all items recycled, discarded, and taken to the sanitary landfill. However, not all solid waste is reported in the P2ADS solid waste section.

Excluded solid waste categories are: liquid waste, radioactive waste, most hazardous waste, ordnance and explosive waste, excess hazardous materials sold by the Defense Reutilization Marketing Office, and any other waste listed in the hazardous waste section of P2ADS except oils, antifreeze, and lead acid batteries.

In the SWAR-Base software “red bag” or infectious medical waste is included even though it may be considered a biohazard. However, P2ADS does not collect medical waste information. Report used oils, petroleum products, and fuels that are recycled in the “Other Select Waste” Section, see Chapter 3. Table 2-4 shows some examples of reportable solid waste and Table 2-5 shows non-reportable solid waste.

TABLE 2-4, REPORTABLE SOLID WASTE		
trash and garbage wood waste, tires scrap metal lead zinc cooking grease sonar buoy tubes (plastic) asphalt non-hazardous sludge non-hazardous sand blast grit mess hall waste	solid waste from ships solid waste from hospitals non-hazardous incinerator ash non-hazardous sewage sludge municipal solid waste recycled solid waste demilitarized ordnance scrap metals anything that goes to a sanitary landfill *green waste or yard waste **toner cartridges	The following wastes are listed in "Other Select Waste" see Chapter 3 for reporting details. construction demolition and debris lead-acid batteries ethylene glycol based antifreeze C&D waste oil

*If your contractor does not remove the green waste, but leaves it in place on the lawn, you do not need to report this as tons generated or cost incurred in collection. Many "mulching lawn mowers" cut grass in fine particles that can be left in place rather than collected for disposal. The cost we want to capture are the collection cost of the green waste. If your contractor changes his practices to using a mulching mower, this is a source of waste reduction. Don't report source reduction as recycling in the P2ADS.
**Toner cartridges that are collected for refilling can be reported under recycling.

TABLE 2-5, NON-REPORTABLE SOLID WASTE		
most hazardous waste hazardous sludge & sandblast grit solid waste disposed at sea recycled hazardous waste (except oils, antifreeze, lead acid-batteries, & C&D), hazardous incinerator ash	radioactive waste hazardous materials sold by DRMO sanitary sewage & wastewater ordnance wastewater formalin	non-lead-acid batteries machine tool coolant non-ethylene glycol based antifreeze recycled hazardous materials solvents

2.1.11 DESCIM SOLID WASTE SOFTWARE. You can use the current version (October 1999) of SWAR-Base software for electronic reporting, rather than sending us the paper form. (Carolejo Adams prefers the data in the P2ADS form or software file). Additionally, if you use the software throughout the year to track your solid waste data elements your reporting is simplified. You can send the data to the ESC on computer disk. All installations or host activities are encouraged to use this system. The SWAR-Base User Guide and software is available from DESCIM. Refer to Section 2.1, Option 2 for additional information. The SWAR-Base software can be supplied on 3 ½ inch high density floppy disk or CD or can be downloaded from the DENIX web site. The user guide is organized so that only basic computer knowledge is needed to install and run the software. If you have any questions regarding the software operation, contact

Katherine Mitchell at DSN 221-4377 or 703/325-4377, email Mitchell.Katherine@descim.osd.mil. If you use SWAR-Base to keep your solid waste data, we recommend you also fill out the P2ADS form and submit it to ESC.

2.1.12 WHAT IS THE SOLID WASTE DATA USED FOR? We will use solid waste data collected from Navy and Marine Corps activities to determine the Navy's and Marine Corps' solid waste status. We can project trends and strategies ranging from solid waste avoidance techniques, such as source segregation, packaging controls, and recycling. Much of our solid waste is recyclable. Recycling generates revenues to offset the collection cost and can provide funding for other projects. The ESC will report solid waste data and analysis to the Chief of Naval Operations, the claimants, and the Naval Facilities Engineering Command. Marine Corps data will be submitted to the Commandant of the Marine Corps.

Change 2, Chapter 14 of OPNAVINST 5090.1B of 9 September 1999, requires Navy claimants to achieve the DOD Measures of Merit goal. We will report the MOM status for each claimant and each reporting installation. Each Navy installation should do their fair share to ensure their claimant achieves the MOM goal. Marine Corps installations will be required to meet the DOD MOM, guidance is pending.

In many regions, mandatory solid waste reduction laws are being enacted. For example, California solid waste reduction goals are 25% reduction by 1995 and 50% reduction by 2000. The solid waste data collected will show Navy and Marine Corps achievements in solid waste reduction. Additionally, the Department of Defense (DOD) is tracking the amount of solid waste each service is recycling and the amount of solid waste that is being reduced as set forth in the Measures of Merit Goals issued by DOD Instruction 4715.4. The solid waste MOM was updated by DUSD Memorandum of 13 May 1998, subject: New DOD Pollution Prevention Measure of Merit.

2.1.13 WHERE TO GET HELP. Contact: Carolejo Adams, DSN 551-4872 or (805) 982-4872, or via e-mail at adamsch@nfesc.navy.mil, or Wallace Eakes, DSN 551-4882 or (805) 982-4882, or via e-mail at eakesws@nfesc.navy.mil.

2.1.14 THE NEW MOM DIVERSION GOAL. Non-hazardous solid waste diversion rate MOM is *"By the end of FY2005, ensure the diversion rate for non-hazardous solid waste is greater than 40%, while ensuring integrated non-hazardous solid waste management programs provide an economic benefit when compared with disposal using landfilling and incineration alone."*

The equation for calculating the diversion rate is shown below:

$$\textit{Diversion Percent} = \frac{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Other Select Waste Diverted}}{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Incinerated} + \text{Tons Landfilled} + \text{Tons Other Select Waste}} \times 100$$

The economic benefit or integrated solid waste management cost avoidance equation is shown below.

PDC - ADC = ISWM CA

Where:

PDC = Potential disposal cost if all waste were to be landfilled or incinerated in dollars.

ADC = Actual disposal cost of integrated solid waste management (in dollars).

ISWM CA = integrated solid waste management cost avoidance (dollars)

2.1.15 CALCULATING NEW MOM GOAL. Using the data from our sample in Section 2.5 and Section 3.3 for Naval Station Smalltown, we will calculate the new MOM goals. First, we can calculate the diversion rate from the information in Figure 2-1, Question 12, Column B and Figure 2-2 , Columns B and D.

Figure 2-1

12. **SOLID WASTE ANNUAL OPERATIONS SUMMARY**

OPERATIONS A	TONS B	COST C	REVENUES D
Landfilled	*4,035*	*$270,000*	
Incinerated	*2,000*	*$100,000*	*$0*
Composted	*100*	*$20,000*	*$100*
Recycled	*1,620*	*$80,000*	*$98,000*

13. **WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE:**

[The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons)]

A. Landfill $__30__ B. Incinerator $__40

Figure 2-1, Column B, contains the tons of materials landfilled, incinerated, composted, and recycled. Figure 2-2, Column B, contains disposal tons of other select waste. Column D of Figure 2-2 contains tons of other select wastes that were recycled or diverted. We need all these figures from each table to calculate the installation diversion percent.

Figure 2-2

6. **Other Select Waste Annual Summary**

A	B	C	D	E	F
Waste Stream	**Disposal (Tons)**	**Disposal Cost ($)**	**Recycled (tons)**	**Recycle Revenues ($)**	**Recycle Cost ($)**
C&D	1,200	$30,000	800	0	$20,000
Oils	0	0	20	$500	$100
Antifreeze	50	$10	2	0	$500
Lead-Acid Batteries	0	0	15	$50	$200

Disposal was 1,250 tons and recycling was 837 tons

Disposal cost was $30,010 and recycling cost was $20,800 with revenues of $550

The diversion percent equation is shown below. Using the tons in our sample from Figures 2-1 and 2-2, we can determine the diversion percentage. The numerator contains recycled tons and composted tons from Figure 2-1, as well as other select waste that was recycled in Figure 2-2. The denominator contains tons recycled, tons composted, tons incinerated and tons landfilled from Figure 2-1. It also contains other select waste disposed and recycled from Figure 2-2.

$$Diversion\ Percent = \frac{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Other Select Waste Diverted}}{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Incinerated} + \text{Tons Landfilled} + \text{Tons Other Select Waste}} \times 100$$

$$= \frac{1{,}620 + 100 + 837}{1{,}620 + 100 + 2000 + 4035 + 1250 + 837} \times 100$$

$$= \frac{2{,}557}{9{,}842} \times 100$$

$$= 25.9\%$$

Next, calculate the economic benefit part of the MOM. Cost avoidance is the cost savings from diverting solid waste from the landfill or incinerator. There are several ways to calculate cost avoidance. For P2ADS, use the following DOD formula. Again look at Figures 2-1 and 2-2 in the sample of Naval Station Smalltown for data use in the sample calculations below.

Integrated Solid Waste Mgmt Cost Avoidance = Potential Disposal Cost – Actual Disposal Cost

Where PDC is (cost of landfilling) + (cost of incineration) + (cost of other select waste disposal) + ((Sum of tons composted and recycled + sum of tons recycled from Other Select Waste) X tipping fee)
Where ADC is (sum of cost) – (sum of revenues)

Step 1, Calculate PDC
PDC = ($270,000 + $100,000 + $30,010) + ((1720 + 837) tons X $40)
= $400,010 + $102,280
= $502,290

We used $40 tipping fee because it is the higher of the two tipping fees.

Step 2, Calculate ADC
ADC = (sum of cost) – (sum of revenues)
= ($270,000 + $100,000 + $20,000 + $80,000 + $30,010 + $20,800) – ($100 +$98,000 + $550)
= $520,810 - $98,650
= $422,160

Step 3, Calculate ISWMCA

ISWMCA = PDC - ADC
= $502,290- $422,160
= $80,130

Our example shows NAVSTA Smalltown has achieved 26% diversion but needs to increase it another 14% to achieve the goal of 40% or better. The economic benefit of solid waste management is positive which is good. NAVSTA Smalltown has to embark on a program to increase composting and recycling. They need to contact their EFD for engineering assistance to determine how they can achieve the diversion goal while maintaining a positive economic benefit.

2.2 DETAILED INSTRUCTIONS FOR COMPLETING THE FORM. The solid waste information form contains 15 questions. This section will list each question and describe the

information needed. If you need additional space for your answers, insert a blank page or use the comments section, to provide the information. A completed sample form is provided in Section 2.5 and a blank form is provided in Section 2.6.

1. INSTALLATION NAME. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages addressed to you).

2. INSTALLATION UIC. Enter the Unit Identification Code (UIC) of the installation or host activity submitting the report. Prefix the UIC with an "N" to indicate a Navy activity or an "M" to indicate a Marine Corps activity. If you don't know your UIC, you can look it up in Navy Comptroller (NAVCOMPT) Manual Volume 2, Chapter 5 (NAVSO P-1000-256).

3. SOLID WASTE CONTACT. Enter the name of the person preparing the report—normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the P2ADS—solid waste section. Please provide an alternate contact, especially if you are military and "rotate" every two years. You can list additional personnel and related information in comments.

4. CONTACT TITLE/CODE. Enter the title, department and mail code, if any, for the person preparing the report.

5. TELEPHONE NUMBER, FAX, and E-MAIL. Provide your commercial and DSN phone numbers, and commercial and DSN numbers for your facsimile machine. Also, please provide your Internet or e-mail address.

6. INSTALLATION POPULATION. List populations for each category as requested below. Do not send a "total" population. Instead, categorize the base population as accurately as possible.

> A. MILITARY RESIDENT. Number of military personnel and their dependents who live on base or in government operated housing maintained by the base. This includes fleet personnel and others home ported at the installation or base.
>
> B. MILITARY NON-RESIDENT. Number of military personnel who work regularly at the installation but live off base in non-government housing. Non-residents work on the installation but live off base.
>
> C. CIVILIAN RESIDENTS. Number of civilians and their dependents who live on base or in government operated housing maintained by the base.
>
> D. CIVILIAN NON-RESIDENTS. Number of civilians who work regularly at the installation but live off base in non-government housing.

7. DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)? Indicate by checking "yes" or "no". Change 2 to Chapter 14 of OPNAVINST 5090.1B and Chapter 17 of MCO P5090.2A require shore activities (installations) to develop and use a Solid Waste

Management Plan. The solid waste management plan and issuing instruction shall address the solid waste generation, collection, disposal and management. If you do not have a SWMP and issuing instruction indicate "no". If you do have a SWMP and instruction, answer "yes".

The SWMP Guide, NEESA 5.0-004 of September 1993, is available through the ESC Technical Information Center. You can obtain a copy by writing to Commanding Officer, Naval Facilities Engineering Service Center, Technical Information Center, ESC122, Port Hueneme, CA 93043-4328, or by faxing your name and address to DSN 551-1409 or commercial (805) 982-1409. Remember to include the name and number of the publication! Additionally, you may request the publication via e-mail using the following address: vanreenanjm@nfesc.navy.mil.

8. LIST TENANTS OR OTHER ACTIVITIES COVERED BY THIS REPORT. List tenants that have a population or workforce of 100 or more. Do not include ships, squadrons, wings, etc. These should include only tenants at your installation that generate one ton of solid waste a day or greater for whom you are reporting. You can list tenants on a separate piece of paper, if necessary, to complete this section. List tenant activity short title name and UIC.

9. DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)? Indicate by checking "yes" or "no". A solid waste recycling program generally has a plan or instruction and a working group assigned to run the program. A QRP is a recycling program established at an installation by an instruction. The instruction sets up an accounting system to track the money generated from sale of recyclable materials, and usually also provides for a suspense account with DRMO. QRP requirements are discussed in the Qualified Recycling Program (QRP) Development Guide, NFESC UG-2003-ENV, which is available from the ESC. To request this document send a fax with your name and address to ESC Technical Information Center, DSN 551-1409 or (805) 982-1409. Remember to include the name and number of the publication! Also, you may request the publication via e-mail using the following address: vanreenanjm@nfesc.navy.mil. If you have a formal or informal recycling program you may check "yes".

10. DOES INSTALLATION HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY. If you have an active disposal facility permitted by federal, state, or foreign government at your installation that receives solid waste or refuse, check “yes”. If not, check “no”.

IF YES, WHO ISSUED THE PERMIT? Indicate who permitted the facility; federal, state, or foreign government.

WHAT TYPE OF PERMIT WAS ISSUED? Indicate if the permit is for a landfill, incinerator, compost facility, or an inert/rubble facility. If you have more than one permitted facility or have additional comments about your selection, please use the comments section to note the information. Resource Conservation and Recovery Act (RCRA) is an amendment to the Solid Waste Disposal Act (SWDA) of 1984. Information on this topic can be found under RCRA 42 USC 6901.

11. SOLID WASTE RECYCLED. We track recycled solid waste by eight categories: metals, glass, plastic, food, wood, yard trimmings or green waste, paper, and other non-food. Items you

recycle that are hazardous waste should be listed in the hazardous waste section—see Chapter 4. Hazardous and non-hazardous other select waste (C&D, used oils, ethylene glycol based antifreeze, and lead-acid batteries) shall be listed as described in Chapter 3.

SOLID WASTE RECYCLED (by category). List the non-hazardous solid waste you recycle in this table. You can summarize your recycled amounts into the eight categories mentioned above. For example, combine the aluminum cans, brass, and copper into a single item under metals. Under the glass category add all the colored glass (clear, green and amber). Paper category includes cardboard and paperboard. Green waste category for this question does not include compost reported in Question 12. It does include backyard composting and mulching usually from the housing area. If your trimmings go to an on or off base compost facility, it is entered under composting, Question 12.

TONS. List the number of tons recycled for each category. Volume must be converted to tons. See Section 2.3 for conversion factors. To get total tons for each category, sum all recycling tons for the QRP program, industrial operations (NWCF organizations), and installation materials recycled on and off the installation by contractor or vendor.

12. SOLID WASTE ANNUAL OPERATIONS SUMMARY. Landfilled, incinerated, composted, and recycled are the operations. Provide the annual tons and annual cost for each operation. Provide annual revenues (if any) for all operations except landfilled. The ESC will calculate cost avoidance from the figures you provide.

Annual cost includes labor, operation and maintenance cost, and equipment cost associated with these operations. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). For installations that contract out refuse management, use total contract amount for the appropriate operation (landfilling or incineration, or recycling). If the refuse contract is for incineration, landfilling, and/or recycling, provide the appropriate dollar value to each operation.

LANDFILLED. Use Column B to record the total annual tons of installation solid waste disposed of in a landfill. The total tons include those tons landfilled on and off the base and from incinerator ash generated from installation incinerators. List the annual cost of landfilling operation in Column C. For installations with firm fixed refuse contacts, list the annual contract cost. For installations with refuse contracts that had add-on or additional services, total all the cost for the annual cost. For installations that have their own refuse operations, include government cost of collection and disposal. Check with public works or base maintenance for the figures. Add all labor cost associated with solid waste. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). There is no revenue or cost avoidance for landfilling. If disposal tons or cost vary by 10% from the previous year, explain why in the comments.

INCINERATED. Record the total annual tons of installation solid waste disposed of in an incinerator on or off the installation in Column B. Ash generated by the installation's

incinerator shall be included in landfilled amount above. List the annual cost of incineration in Column C. For installations with firm fixed contracts for incineration, list the annual contract cost. For installations that have their own incinerator operations, include government, and/or contractor cost of collection and disposal. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). Check with public works or base maintenance for the figures. For government owned incinerators, any energy recovered that is sold can be listed under revenues, Column D. There is no cost avoidance for incineration. Generally there are no revenues for incineration. Note: We do not track medical waste. Do not record medical waste incineration operations.

COMPOSTED. Record the annual tons of installation yard waste, green waste, and other organic materials composted in Column B. Tons composted include materials composted on and off the installation as well as mulching and chipping tonnage. Mulching lawn mower grass clippings left on site are not to be counted as composted. Organic materials that were disposed in the landfill should be recorded under landfilling. Record the annual government or contractor composting operations cost in Column C. Annual costs include composting, chipping, and mulching operations as well as equipment cost, maintenance cost, and labor cost. Note: if landscaping contract includes composting, record only the composting portion cost of the landscaping contract. Record any revenues from the sale of composted, mulched, or chipped material under composting revenues in Column D. The ESC will calculate cost avoidance using figures provided. Compost facilities generally have material handling equipment, monitoring equipment, compost handling equipment and a knowledgeable operator. The three general types of composting are static pile, wind row and in-vessel system. The static pile is very primitive and generally consists of constructing a conical pile that takes several years to mature. Wind roe and in-vessel system generate finished compost must faster.

RECYCLED. Record the annual tons recycled in Column B. Installation generated solid waste can be recycled on or off the installation. Total annual tons of solid waste recycled in Column B is the same amount as the total of Question 11. Total tons recycled by the QRP and by non-QRP programs. For contracted recycling programs, get the tons recycled from the contractor. Record the annual cost for installation recycling programs in Column C. This is a total of operations, maintenance and labor cost for recycling. For recycling, military labor and cost of equipment from the PPEP is not counted as cost. Even if the recycling program is run exclusively by the military, there should be some cost associated with the program. For example, vehicle maintenance, fuel, etc. List the annual revenues under the revenue section of recycling in Column D. Include revenues from QRP direct sales and QRP and non-QRP recycling sales by DRMO. For refuse contracts that include recycling pickup without revenues being returned to the installation, determine the approximate revenue value and record it in Column D. Cost avoidance will be calculated from the data supplied.

Even though others recycle your installations generated waste, you can take credit for it. If a MRF or construction contractor recycles or diverts waste from landfilling or incineration, you can use these figures. Don't assume that if the waste was hauled off the installation, it was landfilled or incinerated. Good business people will try to recycle, compost, or divert the waste to a facility that charges less than landfilling or incineration. You can take credit for their good business practices.

13. WHAT IS THE MUNICIPAL/COMMERICAL TIPPING FEE : We are collecting tipping fees for local private or municipal landfills and incinerators to use to calculate the economic benefit part of the MOM solid waste goal. This figure is used to calculate the potential disposal cost part of the economic benefit. The tipping fee is the dollar amount per ton charged by a landfill or incinerator for disposal. You do not need to record tipping fees for facilities your installation does not use. Mark it N/A, not applicable.

A. Landfill. Record the cost per ton for disposal at the local municipal/private landfill. If you have an installation landfill, you still need to get the local commercial/municipal tipping fee. Choose the landfill tipping fee that you would use if the installation landfill were closed. For installations that have firm fixed price refuse contracts, call the local landfill for the tipping fee or ask your contractor. If you use more than one landfill, choose the tipping fee of the one that receives the most waste.

B. Incinerator. Record the cost per ton for disposal at the local municipal/private incinerator. If you have an installation incinerator, you must still provide the local commercial/municipal tipping fee. Choose the incinerator tipping fee that you would use if the installation incinerator were closed. For installations that have firm fixed price refuse contracts, call the local incinerator for the tipping fee or ask your contractor. If you use more than one incinerator, choose the tipping fee of the one that receives the most waste. We are not tracking medical waste. Do not report medical waste incineration tipping fees.

14. COMMENTS AND RELATED INFORMATION**.** Add any comments or related information not covered by the report—especially if reported quantities vary widely from what was reported last year. If you entered data in a manner not in conformance with instructions contained in this guide, please explain your rationale for doing so. Explain any unusual values or any significant changes from your previous report. For example, if you demolish a building, your solid waste may increase significantly. Starting or ending a contract or closing a landfill are other examples of significant changes. Also, please note if your base is on a closure list since this may affect your numbers over time.

If data changes from one year to the next, please note it in the comments. For example, if any of your data changes by 10%, please note it. Significant unexplained changes will result in a call from our solid waste program coordinator.

15. SUCCESS STORIES. Provide one or more success story summaries. Please use the following format to describe your success. Please limit your submission to 300 words or less, about one page.

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. Give a description of a success that reduced or eliminated solid waste. Solid waste topics are: composting, recycling, waste reduction, cost avoidance, disposal cost reduction, construction and demolition debris reduction or recycling, and other diversion success.

ECONOMIC BENEFITS. Describe any economic benefits derived from solid waste reduction, recycling efforts, etc. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) operational costs, savings, waste diversion, and cost avoidance.

The following can be used to calculate return-on-investment (ROI) over a ten year period.

$ROI = [(CURRENT– NEW)(10 year)] – [ONE TIME CAPITAL COSTS]

ROI = Return on investment over 10 year period.

CURRENT = Current annual operating costs. Defined as cost to operate and maintain process before new technology or new management practice is implemented. Consider materials purchased, disposal/treatment costs, labor, utilities.

NEW = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal/ treatment costs, labor, and utilities. If you receive money from recycling using the new technology or management practice please add this to the ROI.

ONE TIME CAPITAL COSTS = Cost for new equipment plus installation costs. Include any decommissioning or changeover costs as part of installation.

Include equipment depreciation and other cost factors if significant to present a return on investment that's more representative of your situation.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the solid waste success. Where

applicable, include: (1) type and volume of materials; (2) collection and storage methods; (3) sales agent (DRMO or local installation); (4) operating expenses, profits, and disposal costs avoided; (5) how profits are being used; (6) education and training; and (7) community or regional involvement.

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating solid waste at your activity.

NOTE: When in doubt as to whether you have a success story or not, just send us a narrative describing significant improvements to your solid waste and recycling program. If you think it's a success story, we do too!

2.3 CONVERSIONS OF COMMON ITEMS FROM VOLUME TO WEIGHT

MUNICIPAL SOLID WASTE[1]
Uncompacted-loose
1 cubic yard = 250 pounds
Compacted
1 cubic yard = 500 pounds

NEWSPAPER
1 cubic yard = 600 pounds
3.333. cubic yards = 1 ton
one 12" stack = 35 pounds

CORRUGATED
Uncompacted-bailed
1 cubic yard = 285 pounds
7.018 cubic yards = 1 ton
Compacted
1 cubic yard =507.6 pounds
3.940 cubic yards = 1 ton

OFFICE PAPER
Bulk Container
1 cubic yard = 500 pounds

GLASS
Loose, whole bottles
1 cubic yard = 600 pound
3.333 cubic yards = 1 ton
one grocery bag = 16 pounds
55 gallon drum = 175 pounds
Crushed (manually broken)
1 cubic yard = 1000 pounds
2.000 cubic yards = 1 ton
55 gallon drum = 300 pounds
Crushed (mechanically broken)
1 cubic yard = 1800 pounds
1.111 cubic yards = 1 ton
55 gallon drum = 550 pounds

TRUCK TIRES
1 Tire = 90 pounds
22 tires = 1 ton

PASSENGER CAR TIRES
1 tire = 20 pounds
100.000 tires = 1 ton

AUTOMOBILES
1 automobile = 2052 pounds

FERROUS CANS
Whole
1 cubic yard = 150 pounds
13.333 cubic yards = 1 ton
Flattened
1 cubic yard = 850 pounds
2.353 cubic yards = 1 ton

ALUMINUM CANS
Whole
1 cubic yard = 74 pounds
27.027 cubic yards = 1 ton
one grocery bag = 1.5 pounds
Flattened
1 cubic yard = 250 pounds
8.000 cubic yards = 1 ton

PLASTIC
PET (Soda Bottles)
1 cubic yard = 30 pounds
66.666 cubic yards = 1 ton
HDPE (Whole)
1 cubic yard = 25 pounds
80.000 cubic yards = 1 ton
HDPE (Flat)
1 cubic yard = 50 pounds
40.000 cubic yards = 1 ton

ORGANIC MATERIALS
Leaves (uncomposted/uncompacted)
1 cubic yard = 250 pounds
8.0 cubic yards = 1 ton
Leaves (uncomposted/compacted)
1 cubic yard = 450 pounds
4.444 cubic yards = 1 ton
Leaves (uncomposted/vacuumed) operations
1 cubic yard = 500 pounds
4 cubic yards = 1 ton
Wood Chips
1 cubic yard = 500 pounds
4.000 cubic yards = 1 ton
Grass Clippings
1 cubic yard = 404 pounds
4.950 cubic yards = 1 ton

[1]Conversion factors from Solid Waste Association of North America

2.4 GLOSSARY AND ACRONYMS--SOLID WASTE. The words defined below are used throughout the Navy solid waste program.

Activity. An independent Navy or Marine Corps command performing a specific mission. Each activity has a unique Unit Identification Code. (See shore activity.)

Composting. The controlled biological decomposition of organic solid waste under aerobic (in the presence of oxygen) conditions. The transformation of organic waste materials into soil amendments such as humus or mulch.

Glassphalt. An asphalt product that uses crushed glass as a partial substitute for aggregate for the mix.

Incineration. Burning of fuel under controlled conditions, ideally converting organics to carbon dioxide and water.

Installation. A Navy or Marine Corps base of operations composed of a number of Navy or Marine Corps activities, units and commands, located on the property of the host activity. An installation may have several tenants. The installation is normally surrounded by a fence. Naval Construction Battalion Center Port Hueneme is an installation with tenants such as the Naval Facilities Engineering Service Center; Naval School, Civil Engineer Corps; etc. Installations usually provide services to their tenants such as utilities, security, and trash collection.

Integrated Solid Waste Management. A practice of disposing of solid waste that uses several complimentary components, such as source reduction, recycling, composting, waste-to-energy, and landfill.

Leachate. Liquid that has percolated through solid waste or another medium and has extracted, dissolved, or suspended materials from it, which may include potentially harmful materials. Leachate collection and treatment is of primary concern at landfills.

Mass Burn. Incineration without prior sorting or processing of municipal solid waste in a one-chamber combustion system under conditions of excess or starved air built on site.

MCO P5090.2A. Marine Corps Order entitled “Environmental Compliance and Protection Manual” signed on 10 July 1998.

Municipal Solid Waste (MSW). Includes non-hazardous waste generated in households, commercial establishments, institutions, and light industrial waste sites. It excludes industrial process wastes, agricultural wastes, mining wastes and sewage sludge.

OPNAVINST 5090.1B. Chief of Naval Operation instruction for the Navy's environmental program entitled "Environmental and Natural Resources Program Manual." Change 2 to this instruction was signed 9 September 1999.

Other Select Waste. Waste oils, ethylene glycol based antifreeze, lead-acid batteries, and construction and demolition debris are considered to be other select waste for the P2ADS report. If the other select wastes are hazardous they must also be reported as hazardous waste, as described in Chapter 4 of this guide.

PPEP. Centrally funded and managed program to purchase pollution prevention equipment for eligible Navy activities. Solid waste equipment, such as bailers, shredders, composting equipment, waste containers, and other solid waste equipment can be obtained through this program.

Refuse. Discarded material with no worth or use. Also know as municipal solid waste (MSW) or sometimes as trash and garbage.

Recycling. A resource recovery in which a waste product is collected and treated for use as a raw material in the manufacture of the same or another product (e.g., ground glass used in the manufacture of new glass).

Resource Recovery. A term describing the extraction and use of materials that are used as raw materials in the manufacture of new products, or the conversion into some form of fuel or energy source. An integrated resource recovery program may include recycling, waste-to-energy, composting, and other components.

Sanitary Landfill. Land waste disposal site that is located to minimize water pollution from runoff and leaching. Waste is spread in thin layers, compacted, and covered with a fresh layer of soil each day to minimize pest, aesthetic, disease, air pollution, and water pollution problems.

Shore Activity. A Navy or Marine Corps activity located ashore, as opposed to afloat units. All those activities listed in Enclosure (3) of OPNAVNOTE 5400 of 18 June 1999, also know as the Standard Navy Distribution List.

Solid Waste:

(1) As defined in RCRA regulations (40CFR Part 1)-- "…garbage, refuse, sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations, and from community activities...".
(2) As defined in OPNAVINST 5090.1B--any garbage, refuse, sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations, and from community activities. It does not include solid or dissolved materials in domestic sewage; solid or dissolved materials in irrigation return flows or industrial discharges which are point sources subject to National Pollution Discharge Elimination System permitted under the Clean Water Act; or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954.

(3) As defined in MCO P5090.2A—any garbage, refuse, trash, rubbish, sludge, waste, or scrap from commercial, agricultural, industrial, or residential activities. This classification does not include any of those materials that are identified as hazardous waste.
(4) Solid waste reported in the P2ADS solid waste section excludes the following: most hazardous waste, (except other select waste, defined herein), hazardous sludge, hazardous sandblast grit, all liquid waste, recycled hazardous materials and hazardous waste, hazardous incinerator ash, radioactive waste, hazardous materials sold by DRMO, sanitary sewage, waste water, ordnance, waste water, solvents, any item reported in the P2ADS hazardous waste section, or solid waste disposed at sea.

Solid Waste Management. The systematic administrative activities which provide for the collection, source separation, storage, transportation, transfer, processing, treatment, or disposal of solid waste.

Solid Waste Management Plan (SWMP). A plan to manage solid wastes, as required by OPNAVINST 5090.1B and MCO P5090.2A.

Source Separation. The segregation for recycling of various materials from the waste stream at the point of generation. For example, homeowners separating paper, metal, and glass from the rest of their wastes.

Tenant. An activity or unit that has a separate Unit Identification Code that occupies space within the geographical boundaries of another, larger, activity or installation. Tenants usually receive services from the host activity. Examples include a shore intermediate maintenance activity at a naval station, a public works center at a naval base, a naval aviation depot at a naval air station and the Naval Facilities Engineering Service Center at the Naval Construction Battalion Center Port Hueneme.

Waste-to-Energy Incineration. Disposal method where other than the host solid waste is either burned as received, or after being processed to a more uniform fuel, to generate steam or electricity. Waste-to-energy plants can decrease volume by 60-90% while recovering energy from discarded products. Mass burn, modular combustion units and refuse-derived fuels are three basic types of waste-to-energy facilities. Over 100 types are in operation in the U.S.

ACRONYM	**MEANING**
BRAC	Base Realignment and Closure
CFR	Code of Federal Regulations
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CY	Cubic Yard and Calendar Year
DODI	Department of Defense Instruction
DENIX	Defense Environmental Network and Information eXchange
DESCIM	Defense Environmental Security Corporate Information Management
DON	Department of the Navy

ACRONYM	MEANING
DRMO	Defense Reutilization and Marketing Office
EFD	Engineering Field Division
EPA	Environmental Protection Agency
ESC	Engineering Service Center
GOCO	Governmental Owned Contractor Operated
HDPE	High Density Polyethylene
HW	Hazardous Waste
MCO	Marine Corps Order
MILCON	Military Construction
MO-213	NAVFAC Solid Waste Management Manual
MOM	Measures of Merit
MRF	Material Recovery Facility
MSW	Municipal Solid Waste
MWR	Morale, Welfare, and Recreation
NAVFACENGCOM	Naval Facilities Engineering Command
NAVCOMPT	Navy Comptroller Manual
NFESC	Naval Facilities Engineering Service Center
NWCF	Navy Working Capital Fund (formerly DBOF)
OPNAVINST	Chief of Naval Operations Instruction
P2ADS	Pollution Prevention Annual Data Summary
PET	Polyethylene Terephthalate (beverage bottles)
PPEP	Pollution Prevention Equipment Program
PWD	Public Works Department
QRP	Qualified Recycling Program
RCRA	Resource Conservation and Recovery Act (SW regs 40 CFR Part I)
RMS	Resource Management System
ROICC	Resident Officer in Charge of Construction
SW	Solid Waste
SWAR	Solid Waste Annual Report
SWAR-Base	Solid Waste Annual Report software for installations
SWMP	Solid Waste Management Plan
SWDA	Solid Waste Disposal Act
UIC	Unit Identification Code
URL	Uniform Resource Language

2.5 P2ADS--SAMPLE SOLID WASTE INFORMATION FORM. The following pages provide an example to help you visualize the completed solid waste information form.

CY99 SOLID WASTE INFORMATION FORM
1 January-31 December 1999

1. **INSTALLATION NAME**: *NAVAL STATION SMALLTOWN*

2. **INSTALLATION UIC:** *N12345*

3. **SOLID WASTE (SW) CONTACT**: *SALLY S.SAMPLE*

4. **CONTACT TITLE**: *ENVIRONMENTAL ENGINEER* **CODE**: *123*

5. **TELEPHONE NO: DSN:** *555-5555* **COM**: *(805)555-5555*

FAX: DSN: *555-5555* **COM** *(805)555-5555*

E-Mail Address: *sampless@navstast.navy.mil*

6. **INSTALLATION POPULATION:**

A. Military Resident *1500* C. Civilian Resident *15*

B. Military Non-Resident *1500* D. Civilian Non-Resident *2000*

7. **DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)**?: (A formalized plan with an issuing instruction as defined by OPNAVINST 5090.1B or MCO P5090.2A, Chapter 17)

Yes *X* No ____

8. **LIST MAJOR TENANTS OR SHORE ACTIVITIES COVERED BY THIS SURVEY**: (Major tenants have populations over 100 and do not include ships and squadrons. Please attach continuation sheet if necessary.)

UIC	TENANT OR SHORE ACTIVITY NAMES
N78901	SIMA
N23456	NAVAL TRAINING SCHOOL
N34567	NAVAL HOSPITAL
M89012	MARINE BARRACKS

9. **DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)?** (Check one) Yes _*X*__ No ___

10. **DOES INSTALLATION HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY?**
(Check one) Yes __X__ No ____
If yes, who issued the permit? State Gov__*X*_ Federal Gov____ Foreign Gov____
What type permit is it? Landfill__*X*_ Compost____ Inert____ Incinerator____

11. **SOLID WASTE RECYCLED**:

RECYCLED CATEGORY	TONS
FOOD	*10*
GLASS	*60*
METALS	*42*
OTHER NON-FOOD	*750*
PAPER AND PAPERBOARD	*370*
PLASTIC	*270*
WOOD	*18*
YARD/GREEN WASTE (Other than composted)	*100*
TOTAL TONS RECYCLED (Same as 12 B Recycled below)	*1,620*

12. **SOLID WASTE ANNUAL OPERATIONS SUMMARY**

OPERATIONS A	TONS B	COST C	REVENUES D
Landfilled	*4,035*	*$270,000*	
Incinerated	*2,000*	*$100,000*	*$0*
Composted	*100*	*$20,000*	*$100*
Recycled	*1,620*	*$80,000*	*$98,000*

13. **WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE :**
[The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons).]

A. Landfill $ 30 B. Incinerator $ 40

14. **COMMENTS/RELATED INFORMATION**: Use a separate page for additional comments, if necessary.

Question 7 - SWMP revised 20 Apr 1999
Question 12 - Hurricane in September caused damage to five structures.
Question 12 – First year compost facility operational.

15. **SUCCESS STORIES:**

ORGANIZATION NAME: *NAVAL STATION SMALLTOWN, CA*

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *ROBERT JONES, (805)555-5555, jonesr@navstast.navy.mil*

DESCRIPTION OF THE SUCCESS: *We modified our janitorial contract at the installation to increase office paper recycling. The contract was modified by substituting recycling pick up for one day of trash pick up in the office spaces. This did not result in additional cost on the janitorial contract.*

ECONOMIC BENEFITS: *We increased our recycling paper rate by 500%. We diverted an additional 500 tons from the local landfill. That is a saving of 500 times average tipping fee of $30 which equals $15,000 savings annually.*

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS: *Diversion of 500 tons from the landfill.*

OTHER BENEFITS AND COMMENTS: *We received an award from our county for our increased recycling.*

Mail completed solid waste information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER (ESC)
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call Carolejo Adams at DSN 551-4872, (805) 982-4872, or FAX DSN 551-4832. Marine Corps installations are required to provide a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

2.6. P2ADS--SOLID WASTE INFORMATION FORM. Fill out and return to ESC.

CY99 SOLID WASTE INFORMATION FORM
1 January-31 December 1999

1. **INSTALLATION NAME**: _____

2. **INSTALLATION UIC:** _____

3. **SOLID WASTE (SW) CONTACT**: _____

4. **CONTACT TITLE**: _____ **CODE**: _____

5. **TELEPHONE NO: DSN:** _____ **COM**: _____

FAX: DSN: _____ **COM** _____

E-Mail Address: _____

6. **INSTALLATION POPULATION:**

A. Military Resident _____ C. Civilian Resident _____

B. Military Non-Resident _____ D. Civilian Non-Resident _____

7. **DOES INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)**?:
(A formalized plan with an issuing instruction as defined by OPNAVINST 5090.1B or MCO P5090.2A, Chapter 17)

Yes ____ No ____

8. **LIST MAJOR TENANTS OR SHORE ACTIVITIES COVERED BY THIS SURVEY**:
(Major tenants have populations over 100 and do not include ships and squadrons. Please attach continuation sheet if necessary.)

UIC	TENANT OR SHORE ACTIVITY NAMES

9. **DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)?** (Check one) Yes ___ No ___

10. **DOES INSTALLATION HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY?**
(Check one) Yes ____ No ____
If yes, who issued the permit? State Gov____ Federal Gov____ Foreign Gov___
What type permit is it? Landfill____ Compost____ Inert____ Incinerator____

11. **SOLID WASTE RECYCLED**:

RECYCLED CATEGORY	TONS
FOOD	
GLASS	
METALS	
OTHER NON-FOOD	
PAPER AND PAPERBOARD	
PLASTIC	
WOOD	
YARD/GREEN WASTE (Other than composted)	
TOTAL TONS RECYCLED (Same as 12 B Recycled below)	

12. **SOLID WASTE ANNUAL OPERATIONS SUMMARY**

OPERATIONS A	TONS B	COST C	REVENUES D
Landfilled		$	
Incinerated		$	$
Composted		$	$
Recycled		$	$

13. **WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE :**
[The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons).]

A. Landfill $_____ B. Incinerator $_____

14. **COMMENTS/RELATED INFORMATION**: Use a separate page for additional comments.

15. **SUCCESS STORIES:**

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed solid waste information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call Carolejo Adams DSN 551-4872, (805) 982-4872, FAX DSN 551-4832. Marine Corps installations are required to provide a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

CHAPTER 3--OTHER SELECT WASTE

3.1 GENERAL--OTHER SELECT WASTE. There are two options for submitting your P2ADS, other select waste information. You can submit a paper report, or a P2ADS software report.

OPTION 1, PAPER REPORT. Send the hazardous waste, other select waste, and the solid waste sections to**:**

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

You may also FAX your report to ESC424/M Anderson at (805) 982-4832 or DSN 551-4832. Marine Corps installations are required to submit a copy to CMC (LFL).

Note: If you only prepare the other select waste part of the report, please coordinate with the person responsible for preparing the hazardous waste and solid waste portions and send all sections to ESC 424/M Anderson.

OPTION 2, P2ADS SOFTWARE REPORT. Use our P2ADS software to submit your report via e-mail. A software program is available from ESC on diskettes or by downloading from our homepage. The software is in Access 7.0 and requires Windows 95, Windows NT or Windows 98 to operate. You may submit your report via e-mail to Carolejo Adams at adamsch@nfesc.navy.mil.

To download the software from our home page:

- Our home page URL is http://www.nfesc.navy.mil/
- Select "Products and Services"
- Select environmental services to get to the Environmental Services Page.
- Select "Data Management, Reporting, and Software"
- Select "Pollution Prevention Annual Data Summary (P2ADS) Software - (Note that there are two versions of software. One that requires Access97 and one that requires Windows 95 only.).
- Double click on the download file to unzip and install.
- There is a P2ADS software manual and a copy of this guide available at the same location.

Request the software by contacting any of the solid or hazardous waste contacts listed below:

- **Solid Waste/Other Select Waste:** Carolejo Adams, DSN 551-4872, (805) 982-4872
  Wallace Eakes, DSN 551-4882, (805) 982-4882
- **Hazardous Waste:** Margaret Anderson, 551-3008, (805) 982-3008
  Nancy Owen, DSN 551-2642, (805) 982-2642

3.1.1 WHO MUST REPORT?--OTHER SELECT WASTE. OPNAVINST 5090.1B and MCO P5090.2A require Navy installations, Marine Corps installations, and government owned contractor operated (GOCO) facilities worldwide, that generate one or more tons of solid waste per day to report solid waste information to us. This includes other select waste. So if you report solid waste, you must report other select waste. The Naval Facilities Engineering Service Center (ESC) will collect the data and provide it to claimants. A final report will be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

3.1.2 WHERE DO I GET THE OTHER SELECT WASTE INFORMATION? The information necessary to fill out the other select waste form can be gathered from a number of sources. Some of the same sources used to collect solid waste may be used: Public works, DRMO, base maintenance, and the QRP. For construction and demolition debris, you need to contact the Resident Officer in Charge of Construction (ROICC) or perhaps the Officer in Charge of Construction (OICC) at the installation. Also contact public works or base maintenance group that is in charge of construction for C&D disposal and recycling information. The hazardous waste associated with C&D will likely come from the offices mentioned above as well as the installation hazardous waste handlers. For used oils, contact the supply, fuels, or public works department for disposal or recycling information. Often the installation QRP is responsible for the used oil sales program so contact the QRP. For lead-acid batteries and antifreeze information , contact the hazardous waste handlers and the base hobby shop. The transportation shops may also have a separate contract for battery disposal so contact public works or base maintenance.

3.1.3 WHEN IS THE REPORT DUE? The reporting period is 1 January through 31 December 1999. The completed P2ADS must be received at the ESC by 16 March 2000. Send an information copy to your claimant**.** Navy claimants are required to meet the solid waste MOM goals so they will be interested in your P2ADS data. Of course, early submission is acceptable and encouraged. **NOTE: Remember to attach the P2ADS solid waste data to your P2ADS hazardous waste data before submitting—coordinate with your hazardous waste program manager.**

3.1.4 REPORTABLE AND NON-REPORTABLE OTHER SELECT WASTE. Other select waste, in general terms, includes both solid waste and hazardous waste for four specific commodities. They are construction and demolition debris (C&D), oils, antifreeze, and lead-acid batteries. Report other select waste in tons.

Depending on state and local laws and rules, these waste steams may be considered hazardous waste, solid waste, special waste, or regulated waste. **Other select wastes, if regulated as hazardous waste, must also be reported as hazardous waste in Chapter 4.**

The Other Select Waste Table is designed to record the waste whether it is hazardous or non-hazardous. For example, a building demolition project will generate both hazardous and non-hazardous C&D such as asbestos as well as wood, lead paint chips, and other building products. Add the hazardous and non-hazardous components together and record that figure in the form. If four tons of asbestos and 50 tons of wood waste were generated from a demolition project and it

was taken to a landfill for disposal, it should be recorded as 54 tons under disposal. Oils, antifreeze, and lead-acid batteries waste streams are treated in the same manner.

3.1.5 WHERE TO GET HELP. Contact: Carolejo Adams, DSN 551-4872 or (805) 982-4872, or via e-mail at adamsch@nfesc.navy.mil, or Wallace Eakes, DSN 551-4882 or (805) 982-4882, or via e-mail at eakesws@nfesc.navy.mil.

3.2 INSTRUCTIONS FOR COMPLETING THE FORM. The other select waste form contains seven questions. This section will list each question and describe the information needed to answer. If you need additional space for your answers, insert a blank page or use the comment section. A sample form is provided in Section 3.3 and a blank form is provided in Section 3.4.

1. INSTALLATION NAME. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages addressed to you).

2. INSTALLATION UIC. Enter the Unit Identification Code (UIC) of the installation or host activity submitting the report. Prefix the UIC with an "N" to indicate a Navy activity or an "M" to indicate a Marine Corps activity. If you don't know your UIC, you can look it up in Navy Comptroller (NAVCOMPT) Manual Volume 2, Chapter 5 (NAVSO P-1000-256).

3. OTHER SELECT WASTE CONTACT. Enter the name of the person preparing the report—normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the P2ADS solid waste section. Please provide an alternate contact, especially if you are military and "rotate" every two years. You can list additional personnel and related information in comments.

4. CONTACT, TITLE/CODE. Enter the title, department and mail code, if any, for the person preparing the report.

5. TELEPHONE NUMBER, FAX, and E-MAIL. Provide your commercial and DSN phone numbers, and commercial and DSN numbers for your facsimile machine. Also, please provide your e-mail address.

6. OTHER SELECT WASTE ANNUAL SUMMARY. Construction and demolition debris (C&D), oils, antifreeze, and lead-acid batteries are categorized as other select wastes. For each waste please provide the annual tons and annual cost. Annual revenues (if any) should also be provided. The ESC will calculate diversion percent from the figures you provide.

The annual cost should include labor, operation and maintenance cost, and equipment cost associated with these operations. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). If your installation contracts out refuse management, report the total contract amount.

C&D. Hazardous and non-hazardous C&D waste should be recorded in this section. C&D waste information should be available from the construction project contracting officers, from the public works department, or from the Resident Office in Charge of Construction (ROICC). Record tons of C&D disposed of in a landfill or by incineration or by a hazardous waste contract in Column B. Record the disposal cost in Column C. Record the tons of C&D recycled in Column D. Record recycling revenues in Column E. Record cost associated with recycling in Column F. Recycling costs include handling, processing, transportation, and other costs associated with recycling C&D. Soils that are used at another location or reclaimed can count as recycling.

Typical hazardous waste materials removed from a demolition project include asbestos, lead contaminated items, certain wiring, and other materials that are considered a hazardous waste in your state. The tons and cost of these items should be recorded in the other select waste form as C&D wastes. Both hazardous and non-hazardous waste that is landfilled or incinerated will be recorded under the disposal column. Hazardous and non-hazardous C&D that is recycled will be recorded under the recycling column.

C&D can be a large component of the waste stream and is being scrutinized by many municipalities and state governments. C&D may join other items, such as white goods and tires, that are excluded from landfilling. We need to know the magnitude of Navy and Marine Corps C&D being disposed and recycled so we can determine our future recycling and disposal options and strategies.

OILS [Petroleum Oils and Lubricants (POLs)]. This section is for POL waste generated at the installation and sold as waste oil to a reclaimer or recycler. Do not include oily wastewater, bilge water, POL tank bottoms, or sludge. Record tons of POL disposed of in a landfill or by incineration in Column B, disposal. **Note: Burning POL for energy recovery or a fuel is recorded as disposal in Column B. It is not recycling.** (Defense Supply Center Richmond supplies re-refined oils and collects waste oil for recycling. Using their service would qualify for recycling.) Record the cost for disposal in Column C. Record tons recycled in Column D. Record recycling revenues in Column E. Record recycling cost associated with recycling POLs in Column F.

ANTIFREEZE. This waste stream is for ethylene glycol based antifreeze. This does not include wastewater-containing antifreeze or other types of non-glycol based antifreezes. Record tons of ethylene glycol based antifreezes disposed in landfill or by incineration or by hazardous waste contract in Column B. Record landfill and incineration disposal cost in Column C. Record tons of ethylene glycol based antifreeze recyled in Column D. Record recycling revenues in Column E. Record hazardous and non-hazardous recycling cost in Column F. (Installations with antifreeze recycling machines can place operational cost of recycling in this column.)

LEAD-ACID BATTERIES. This waste stream is for lead-acid batteries only. Other batteries, which are disposed or recycled, are recorded in the P2ADS hazardous waste section. Record tons of lead-acid batteries disposed of in a landfill or incinerator or by

contract in Column B. Record disposal cost in Column C. Record tons recycled in Column D. Record recycling revenues in Column E. Record recycling cost in Column F.

7. COMMENTS. Use the comments section to explain or clarify any unusual information about other select waste.

8. SUCCESS STORIES. Provide one or more success story summaries. Please use the following format to describe your success. Please limit your submission to 300 words or less, about one page.

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. Give a description of a success story relating to construction and demolition, oil, antifreeze, or lead-acid battery reductions, recycling, or other diversion successes.

ECONOMIC BENEFITS. Give a description of any economic benefits derived from solid waste reduction, recycling efforts, etc. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) operational costs, savings, waste diversion, and cost avoidance.

The following can be used to calculate return-on-investment (ROI) over a ten year period.

$ROI = [(CURRENT– NEW)(10 year)] – [ONE TIME CAPITAL COSTS]

ROI = Return on investment over 10 year period.

CURRENT = Current annual operating costs. Defined as cost to operate and maintain process before the new technology or new management practice was implemented. Consider materials purchased, disposal/ treatment costs, labor, utilities, etc.

NEW = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal/ treatment costs, labor, utilities. If you received money from recycling using the new technology or management practice please add this to the ROI.

ONE TIME CAPITAL COSTS = Cost for new equipment plus installation costs. Include any decommissioning or changeover costs as part of installation.

Include equipment depreciation and other cost factors if significant to present a return on investment that's more representative of your situation.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the other select waste success. Where applicable, include: (1) type and volume of materials; (2) collection and storage methods; (3) sales agent (DRMO or local installation); (4) operating expenses, profits, and disposal costs avoided; (5) how profits are being used; (6) education and training; and (7) community or regional involvement.

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating solid waste at your activity.

NOTE: When in doubt as to whether you have a success story or not, just send us a narrative describing significant improvements to your other select waste program. If you think it's a success story, we do too!

3.3. P2ADS--SAMPLE OTHER SELECT WASTE INFORMATION FORM. The following is an example to help you visualize the completed other select waste information form.

CY99 OTHER SELECT WASTE INFORMATION FORM
1 January-31 December 1999

1. **INSTALLATION NAME**: *NAVAL STATION SMALLTOWN*

2. **INSTALLATION UIC:** *N12345*

3. **OTHER SELECT WASTE CONTACT**: *Sally S. Sample*

4. **CONTACT TITLE**: *Environmental Engineer* **CODE**: *424*

5. **TELEPHONE NO: DSN:** *555-5555* **COM**: *805-555-5555*

FAX: DSN: *555-5555* **COM** *805-555-5555*

E-Mail Address: *sampless@navstast.navy.mil*

6. **Other Select Waste Annual Summary**

A	B	C	D	E	F
Waste Stream	**Disposal (Tons)**	**Disposal Cost ($)**	**Recycled (Tons)**	**Recycle Revenues ($)**	**Recycle Cost ($)**
C&D	*1,200*	*$30,000*	*800*	*0*	*$20,000*
Oils	*0*	*0*	*20*	*$500*	*$100*
Antifreeze	*50*	*$10*	*2*	*0*	*$500*
Lead-Acid Batteries	*0*	*0*	*15*	*$50*	*$200*

7. **COMMENTS:** Use a separate page for additional comments.

The information we gathered for other select waste is not complete because we did not have enough notification of the changes in P2ADS. Waste oil figures were for only six months.

Antifreeze and lead-acid battery data was estimated.

8. **SUCCESS STORIES**.

ORGANIZATION NAME: *NAVSTA SMALLTOWN, CA*

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *ROBERT R. JONES, (805)982-2642, jonesr@navstast.navy.mil*

DESCRIPTION OF THE SUCCESS: *We required our contractor to use NAVFAC Guide Spec 1572, Construction Waste Management, for the Building 423 demolition project. The contractor developed a construction waste management plan to divert solid waste from landfilling.*

ECONOMIC BENEFITS: *The demolition project generated a total of 2,000 tons of construction demolition debris of which 800 tons were diverted by reuse, recycling, and composting. The contractor's disposal saving was about $8,000.*

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS: *Diversion of 800 tons from the landfill. This helped increase our diversion rate by 5%.*

OTHER BENEFITS AND COMMENTS: *Our ROICC has seen the benefit of including NAVFAC Guide Spec 1572 and will require it for all future construction projects. The cost will be applied in the government estimate to help lower the overall cost of future projects.*

Mail completed solid waste information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER (ESC)
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call Carolejo Adams DSN 551-4872, (805) 982-4872, FAX DSN 551-4832. Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

3.4. P2ADS—OTHER SELECT WASTE INFORMATION FORM. Fill out and return to ESC.

CY99 OTHER SELECT WASTE INFORMATION FORM
1 January-31 December 1999

1. **INSTALLATION NAME**: _____

2. **INSTALLATION UIC:** _____

3. **OTHER SELECT WASTE CONTACT**: _____

4. **CONTACT TITLE**: _____ **CODE**: _____

5. **TELEPHONE NO: DSN:** _____ **COM**: _____

FAX: DSN: _____ **COM** _____

E-Mail Address: _____

6. **Other Select Waste Annual Summary**

A	B	C	D	E	F
Waste Stream	Disposal (Tons)	Disposal Cost ($)	Recycled (tons)	Recycle Revenues ($)	Recycle Cost ($)
C&D					
Oils					
Antifreeze					
Lead-Acid Batteries					

7. **COMMENTS:** Use a separate page for additional comments.

8. **SUCCESS STORIES**.

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call Carolejo Adams DSN 551-4872, (805) 982-4872, FAX DSN 551-4832. Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

CHAPTER 4--HAZARDOUS WASTE

4.1 GENERAL--HAZARDOUS WASTE INSTRUCTIONS. Requirements for this report are different from the reports done for the Environmental Protection Agency (EPA) and state agencies. The intent of this report is to gather data specific to Navy and Marine Corps hazardous waste operations, by installation. This report excludes non-Navy or Marine Corps operations and non-Navy or Marine Corps tenants. The installation must collect and submit reports for all of their tenants, and forward them to ESC/424. **Installations that are in areas that have consolidated functions (i.e., regionalized) must submit a report for each installation. The regional hazardous waste manager can collect all the reports for the region, but <u>we still need individual reports for each installation.</u>**

The following requirements apply to all Navy and Marine Corps installations, including naval activities on Air Force and Army installations.

4.1.1 CY99 REPORT CHANGES:

(1) Request that reporters provide RCRA TSD permit numbers.

(2) Added "comments" field for explanation of data anomalies.

4.1.2 WHO MUST REPORT?--HAZARDOUS WASTE (HW):

(1) All Class I and II generators in the continental U.S. and outside the U.S. must report. Installation reports should include all Navy and Marine Corps tenants that generate hazardous waste. Tenants who are Class I and II generators must report to their host installation—regardless of who their claimant is (also known as their resource sponsor). For example, a naval aviation depot that is a tenant of a naval station will send their report to the naval station--even though the claimant for the naval aviation depot is the Naval Air Systems Command. The naval station will forward the tenant report and their own report to the ESC. The installation is not required to merge the reports. The installation should not include waste generated by non-Navy or non-Marine Corps tenants [i.e., Defense Reutilization and Marketing Office (DRMO), Army detachments, Coast Guard, Air Force, etc.]. The receiving shore activity will include in their report all hazardous waste materials transferred from a Navy ship, as specified in OPNAVINST 5090.1B, Section 12.5.2.1.

(2) Class III generators who are not tenants are not required to report. However, Class III generators who are tenants must provide their hazardous waste information to their host installation for inclusion in the host's report.

(3) All government owned contractor operated (GOCO) facilities doing work for the Department of the Navy and using a Navy EPA generator identification number must report.

(4) BRAC activities are required to report HW generated. However, wastes generated from

CERCLA cleanup or RCRA corrective actions should not be reported.

4.1.3 GENERATOR CLASS DEFINITIONS:

Class I, Large Quantity Generator**.** Monthly generation quantity of 1,000 kg (2,200 pounds) or more hazardous waste or one kg (2.2 pounds) or more acute hazardous waste. (Equal to 26,400 pounds hazardous waste or more, or 26.4 pounds or more acute hazardous waste per year.)

Class II, Small Quantity Generator. Average monthly generation quantity of 100-1,000 kg (220-2,200 pounds) hazardous waste and less than one kg (2.2 pounds) acute hazardous waste. (Equal to 2,640-26,400 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

Class III, Conditionally Exempt Small Quantity Generator. Average monthly generation quantity less than 100 kg (220 pounds) hazardous waste and less than one kg (2.2 pounds) acute hazardous waste. (Equal to less than 2,640 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

4.1.4 WHEN IS THE REPORT DUE? The P2ADS must be received at the ESC by 16 March 2000 for Calendar Year 1999 for the period from 1 January-31 December 1999. All reporters MUST submit an information copy to their claimant.

NOTE: Remember to attach the P2ADS solid waste data and other select waste section to your P2ADS hazardous waste data before submitting—see your solid waste program manager.

4.1.5 HOW DO I REPORT? Information may be typed or written on the forms provided in Section 4.6 or submitted on diskette. Disk submittal is preferred. Files submitted by disk should be in Xbase (dbase, FoxPro, or paradox file structure) or ASCII-comma delimited format. EPA and state forms are unacceptable.

There are three reporting options:

OPTION 1. Attach the solid waste section and send paper reports to**:**

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

Or you may FAX a copy of your report to: ESC424/M Anderson at (805) 982-4832 or DSN 551-4832. While you may want to verify receipt of your faxed report it is not necessary to mail us an additional copy. Marine Corps installations are required to submit a copy to CMC (LFL).

OPTION 2. Use our P2ADS software and submit via e-mail. A software program is available from ESC to report P2ADS information electronically. The software is in Access 7.0 and requires Windows 95 to operate. You may submit your report via e-mail to Margaret Anderson at andersonmj@nfesc.navy.mil or Nancy Owen at owenne@nfesc.navy.mil.

To download the software from our home page:

- Our home page URL is http://www.nfesc.navy.mil/
- Select "Products and Services"
- Select environmental services to get to the Environmental Services Page.
- Select "Data Management, Reporting, and Software"
- Select "Pollution Prevention Annual Data Summary (P2ADS) Software - (Note that there are two versions of software. One that requires Access97 and one that requires Windows 95 only.).
- Double click on the download file to unzip and install.
- There is a P2ADS software manual and a copy of this guide available at the same location.

Request the software by contacting any of the solid or hazardous waste contacts listed below:

Hazardous Waste:	Margaret Anderson, 551-3008, (805) 982-3008
	Nancy Owen, DSN 551-2642, (805) 982-2642
Solid Waste:	Carolejo Adams, DSN 551-4872, (805) 982-4872
	Wallace Eakes, DSN 551-4882, (805) 982-4882

OPTION 3. If you have your own hazardous waste software and can export files, you can e-mail or mail the data files to either of the **hazardous waste** contacts listed above.

4.1.6 WHAT IF I NEED HELP? We will gladly assist you. Contact one of our hazardous waste contacts listed above, under Option 2.

4.2 HOW DO I COMPLETE THE REPORT FORM--HAZARDOUS WASTE? A sample of a completed report is provided in Section 4.3. A blank form is provided in Section 4.6.

4.2.1 CONTENT. The hazardous waste section of the Pollution Prevention Annual Data Summary (P2ADS) is based on **waste generated during the calendar** year and is divided into three parts:

Part A—Activity information
Part B—Hazardous waste operations
Part C—Success stories

4.2.2 PART A, ACTIVITY INFORMATION:

1. UIC. Enter the Unit Identification Code (UIC) of the installation or host activity submitting the report. Prefix the UIC with an "N" to indicate a Navy activity or an "M" to indicate a Marine Corps activity. If you don't know your UIC, you can look it up in Navy Comptroller (NAVCOMPT)

Manual Volume 2, Chapter 5 (NAVSO P-1000-256).). BRAC installations should use the installation's original UIC.

MARCORPS NOTE: The UIC is not the RUC contained in MCO P1080.20L, Chapter 1.

NOTE: ACTIVITIES IN CARETAKER STATUS--use the activity's original UIC, not the UIC of your engineering field division or engineering field activity.

2. ACTIVITY NAME. Give the name of the reporting activity. Use the Plain Language Address, your naval message short title, i.e., NFESC Port Hueneme.

3. TENANT ACTIVITIES**.** List the name and UIC for all tenant activities that are **included** in this hazardous waste report. **List only tenants that generate hazardous waste. (Ship generated HW is considered to belong to the shore activity and, therefore, ships are not listed in the tenant listing.)**

4. HW CONTACT. Give the name of the activity's contact for HW. This should be the person who can answer questions regarding this hazardous waste submittal.

5. DEPARTMENT CODE. Give the organizational code of the contact listed in Number 4 above.

6**.** PHONE AND FAX PHONE. Give the telephone number (as dialed from continental U.S.) of the contact and indicate if the number is DSN or commercial. Also, please give the fax number of the contact and indicate if the number is DSN or commercial. DSN is preferred. Include the DSN area code if outside CONUS.

7. E-MAIL ADDRESS. Give the e-mail address of the contact provided in Number 4.

8. GENERATOR CLASS. Provide the class that indicates the **average** monthly quantity of hazardous waste that the activity generates (to determine class include all hazardous wastes generated including those recycled). See class definitions below:

Class I, Large Quantity Generator. Average monthly generation quantity of 1,000 kg or more hazardous waste or one kg or more acute hazardous waste. (Equal to 26,400 pounds or more or 26.4 pounds or more acute hazardous waste per year.)

Class II, Small Quantity Generator. Average monthly generation quantity of 100-1,000 kg hazardous waste and less than one kg acute hazardous waste. (Equal to 2,640-26,400 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

Class III, Conditionally Exempt Small Quantity Generator. Average monthly generation quantity less than 100 kg hazardous waste and less than one kg acute hazardous waste. (Equal to

less than 2,640 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per

year.)

If your activity is a tenant Class III generator, your host command will report for you. However, you may be asked to provide information to your host. If your activity is a Class III generator and not a tenant, you are not required to report.

9. DOES YOUR ACTIVITY HAVE A POLLUTION PREVENTION (P2) PLAN? Indicate "yes" or "no". Activities that are included in the P2 plan of a host or other activity should indicate "yes". Question applies to all activities whether administrative, light industrial, or industrial. If yes, provide the date that the plan was last updated.

10. TOTAL HW DISPOSAL COST. Provide the total annual hazardous waste disposal costs for the calendar year of this report. The disposal costs should include: the costs paid to a contractor or Defense Reutilization Marketing Office; storage costs charged to you while waiting disposal; analytical costs; packaging costs; sampling costs; lab analysis costs; and public works center handling and storage fees, etc. Costs should include all management aspects associated with disposal of hazardous waste excluding salaries. Include hazardous waste disposal costs for CERCLA or RCRA corrective actions that are funded using station operation and maintenance, Navy (OMN) funds. However, do **NOT** include disposal costs associated with CERCLA cleanup or RCRA corrective action that uses environmental restoration, Navy (ERN) funds. Do not include costs to perform Defense Environmental Restoration Act (DERA) studies, e.g., PA/SI, RI/FS, etc.

11. DO YOU HAVE A RCRA TSD OR INTERIM STATUS PERMIT?. If you have one or more RCRA Part B or interim status permit(s) indicate "Yes", if none indicate "No".

PERMIT NUMBER(S): List the RCRA TSD permit number(s) here.

RCRA permit numbers are issued by the Environmental Protection Agency or an authorized state agency to activities with treatment, storage, and disposal operations. Do not include 90-day storage or permit by rule.

12. DO YOU HAVE OR PARTICIPATE IN A CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP)? CHRIMP is a methodology to achieve life-cycle hazardous material control and management and pollution prevention at the command and facility levels**.** If you have or participate in a CHRIMP please indicate "yes". Please refer to the glossary for a definition of CHRIMP.

13. COMMENTS**:** Use the comments for additional information not covered by the report, or to explain any unusual values or significant changes from your previous report. Indicate anomalies reported in your hazardous waste operations data, such as reporting a large increase in wastes that are outside your normal operations.

4.2.3 PART B, HAZARDOUS WASTE OPERATIONS. The data reported here should be

wastes that you **generated** as a Class I or Class II generator; material off-loaded from a ship in port or at your activity; and waste from your Class III tenants, if any. Include hazardous material downgraded to hazardous waste after going through the reutilization, transfer, donation, and sales cycle.

Wastes listed in this part should be hazardous waste regulated under RCRA, state, or local laws. **Do not** report oil, asbestos, asphalt, or PCBs **unless** they are manifested as a hazardous waste under state laws or international agreements.

If you have reported wastes in Chapter 3, "other select wastes", that are considered hazardous, you must also report those wastes here under hazardous waste operations. The reason for the double reporting is that the "other select wastes" are not regulated as hazardous in all states. We want only hazardous wastes to be reported in this section. Activities that have radioactive hazardous waste (mixed waste) should provide the same range of data in the P2ADS report as they would provide to EPA in accordance with 40 CFR 264.75. Separate mixed waste from the hazardous waste data to clarify the difference between the two waste types.

UIC AND NAME OF GENERATOR. Specify the generator's UIC and name.

PROCESS CODE**.** The process code identifies the process generating the wastestream being reported. See Section 4.5 for a list of process codes and a brief explanation. Show the process code total for recycled, treated, or disposed with costs for each on a separate line. (For example, if, for process code FC, some of the wastes were recycled and some of the waste were treated, you must report them on two separate lines with the associated costs. Do not combine the pounds.) This will allow us to accurately report costs for waste recycled, treated, and disposed. An example is shown in the sample report in Section 4.3.

NOTE: USE POUNDS WHEN REPORTING QUANTITY.

Quantities can be reported using the net weight or gross weight of the waste in pounds. Net weight is the weight of the waste without the container. Net weight is used when the container is returned for reuse rather than disposed of with the waste. Gross weight is the weight of the waste and the container when both are disposed.

QUANTITY BACKLOGGED. Specify the quantity, in pounds, of hazardous waste that was generated in a previous calendar year, stored in that year, and then disposed, treated, or recycled during the reported calendar year.

QUANTITY STORED. Specify the quantity, in pounds, of hazardous waste stored onsite on 31 December 1999. Quantity stored includes waste in temporary collection areas that are capped off as full. Note the following:

Report the actual status of the hazardous waste on 31 December 1999. Do not report the intermediate storage status of wastes treated or disposed before the end of the calendar year. For example, waste stored on 31 March is sent to disposal on 23 May. Part B will show a

quantity under disposal only--the storage would not be reported.

Report items that are in storage, including those in temporary, less than 90-day storage, on 31 December as “stored”.

If a waste has been manifested off-site (i.e., wastes sent to DRMO) for disposal but is still in storage at the off-site facility, report it as disposed.

QUANTITY RECYCLED ONSITE. Specify the quantity, in pounds, of hazardous waste and materials recycled onsite at the reporting activity. The quantity of material reused should be listed here, while quantity of waste not reused (sludge), if known, should be listed as disposed.

QUANTITY RECYCLED OFFSITE. Specify the quantity, in pounds, of hazardous waste and materials recycled offsite. For example, solvents sent off base through a contractor. The quantity of material reused should be listed here, while quantity of waste not reused (sludge), if known, should be listed as disposed. We will accept your report in the CY96 format (recycled quantity with a letter designator of N=Onsite, F=Offsite, or D=DRMO).

QUANTITY TREATED ONSITE. Specify the quantity, in pounds, of hazardous waste treated on-site during the calendar year. Treatment methods include neutralization, biological degradation, and thermal treatment, incineration, ordnance open burning, and detonation. Include only those hazardous wastes that have been treated to destruction. Do not include wastes that are treated to reduce the hazard and then disposed of as a hazardous waste. Wastes manifested off-site must be reported as disposed. Wastewater that is piped from the generating source to an onsite treatment plant is not reported.

QUANTITY DISPOSED ONSITE**.** Specify the quantity, in pounds, of hazardous waste that was disposed of at an onsite landfill during the calendar year. We will accept your report in the CY96 format (recycled quantity with a letter designator of N=Onsite, F=Offsite, or D=DRMO).

QUANTITY DISPOSED OFFSITE. Specify the quantity, in pounds, of hazardous waste that was disposed of offsite during the calendar year. Disposed is the amount of hazardous waste that was manifested offsite for ultimate destruction or land disposal. Items contracted and shipped offsite for disposal should be listed as disposed regardless of the actual status, i.e., in storage at contractor site or DRMO. We will accept your report in the CY96 format (recycled quantity with a letter designator of N=Onsite, F=Offsite, or D=DRMO).

TOTAL COST. Indicate the total disposal, treatment, or recycling cost for each item listed in Part B. Cost information will be used for an overall Navy perspective, not for activity comparison. If cost is reported per pound, indicate on the report.

4.2.4 PART C, SUCCESS STORIES. Provide a brief summary of your installation’s success stories, as appropriate.

ORGANIZATION NAME**.** Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. Give a description of the success in reducing or eliminating a hazardous waste.

ECONOMIC BENEFITS. Give a description of any economic benefits derived from eliminating or reducing a hazardous waste**.** Include the following aspects, as appropriate:

- reduced disposal or treatment costs
- reduced or eliminated hazardous material purchases
- recycled materials replaced new purchases
- dollars received by selling recyclables
- labor savings
- utilities savings

The following formula can be used to calculate return on investment (ROI) over a ten year period:

$ ROI = [(CURRENT– NEW)(10 yr)] – [ONE TIME CAPITAL COSTS]

CURRENT = Current annual operating costs; defined as cost to operate and maintain process before new technology or new management practice is initiated. Consider materials purchased, disposal and treatment costs, labor, and utilities.

NEW = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal and treatment costs, labor, and utilities. If you received money from recycling using the new technology or management practice then add this to the ROI.

ONE TIME CAPITAL COSTS = Cost for new equipment plus installation costs; include any decommissioning or changeover costs as part of installation.

Include equipment depreciation and other cost factors if significant to present a return on investment that is more representative of your situation.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS**.** Give a description of pollution prevention or environmental benefits derived from reducing or eliminating a hazardous waste.

Consider the following in your narrative:

- Elimination of a hazardous waste stream

- Compliance issues:
    - Meeting compliance requirements through pollution prevention
    - Eliminating need for permits
    - Meeting further reduction requirements or recycling goals, local or regional goals beyond the DOD Measures of Merit, such as diversion of waste from landfills
- Safety issues:
    - Have you reduced employee's exposure to toxic chemicals?
    - Have you eliminated the need for personal protection equipment?
- Time and effort saved

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating a hazardous waste at your activity.

NOTE: When in doubt as to whether you have a success story or not just send us a narrative describing significant improvements to your hazardous waste program. If you think it's a success story, we do too!

4.3 P2ADS - HAZARDOUS WASTE-- SAMPLE REPORT

PART A: CY99 INSTALLATION INFORMATION

1. **UIC:** *N12345*

2. **INSTALLATION NAME**: *NAVSTA SMALLTOWN*

3. **LIST MAJOR TENANTS OR OTHER ACTIVITIES COVERED BY THIS SURVEY**:
(Please attach continuation sheet if necessary.)

TENANT ACTIVITY NAMES	UIC
NAVHOSP SMALLTOWN	*N67890*
DENTAL CLINIC	*N45678*

4. **HW CONTACT**: *JANE SMITH*

5. **DEPARTMENT CODE:** *123*

6. **PHONE (DSN, COMMERCIAL)** *555-5555, (805)555-5555*

   FAX PHONE (DSN, COMMERCIAL): *555-5555, (805)555-5555*

7. **E-MAIL ADDRESS**: *smithj@navsta.navy.mil*

8. **GENERATOR CLASS:** *2*

9. **DO YOU HAVE A POLLUTION PREVENTION PLAN?**
   YES__*X*__ NO____
   If yes, provide the date your P2 plan was last updated: _*12/1/96*____

10. **TOTAL HW DISPOSAL COST**: $*1,500,000*

11. **DO YOU HAVE A RCRA TSD OR INTERIM STATUS PERMIT?**:
    YES ___*X*____ NO _____
    If yes, list the permit number(s): __*(1)CA1234567890__(2)CA0987654321*__

12. **DO YOU HAVE OR PARTICIPATE IN A CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP) OR HCP FOR MARINE CORPS INSTALLATIONS?**
    YES ___*X*___ NO_____

13. **COMMENTS:**

PART B: CY99 HAZARDOUS WASTE OPERATIONS

NAME AND UIC OF GENERATOR: *N12345 NAVSTA SMALLTOWN*

Please read all instructions before reporting. Backlogged pounds cannot be greater than the sum of stored, recycled, treated, and disposed.

REPORT ALL QUANTITIES IN POUNDS.

PROCESS CODE	BACKLOG[1]	STORED[2]	RECYCLE ONSITE	RECYCLE OFFSITE	TREATED ONSITE	DISPOSED ONSITE	DISPOSED OFFSITE	TOTAL COST
FC	*0*	*0*	*0*	*0*	*0*	*0*	*200*	*100*
FP	*800*	*750*	*0*	*0*	*0*	*0*	*50*	*10*
FP	*0*	*0*	*0*	*850*	*0*	*0*	*0*	*50*
FP	*0*	*0*	*100*	*0*	*0*	*0*	*0*	*75*

Note: In this sample 800 pounds was backlogged from CY98. Backlogged quantities cannot be greater than Stored + Recycled + Treated + Disposed. The FP wastes are reported on separate lines so the costs can be associated with the disposition.

[1] Backlog pounds stored on 1 January 1999.

[2] Stored pounds as of 31 December 1999.

PART C: SUCCESS STORIES

ORGANIZATION NAME: *NAVSTA SMALLTOWN, CA*

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *ROBERT JONES, (805)555-5555, jonesr@navsta.navy.mil*

DESCRIPTION OF THE SUCCESS: *Hazardous waste quantity and cost have been greatly reduced by five distillation stills which recycle formalin, xylene, and ethyl alcohol.*

ECONOMIC BENEFITS: *Savings of over $15,000 per year on replacement chemicals.*

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS: *Substantial reduction of hazardous waste. For example, there has been a decrease from 4,610 lb/year to zero in alcohol.*

OTHER BENEFITS AND COMMENTS: *None.*

Mail completed hazardous waste information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call Margaret Anderson, DSN 551-3008, (805) 982-3008, FAX DSN 551-4832. Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

4.4 GLOSSARY--HAZARDOUS WASTE:

Acute HW. Any hazardous waste with an EPA hazardous waste code beginning with the letter "P" or any of the following "F" codes: F020, F021, F022, F023, F026, and F027.

Backlogged. Backlogged refers to a quantity of hazardous waste which was generated and reported as stored on 31 December in a previous calendar year.

CHRIMP. A methodology to achieve life-cycle hazardous material control and management and pollution prevention at the command and facility levels. The Navy CHRIMP manual provides a standardized approach and guidance for development and implementation.

Disposed. Any hazardous waste that is manifested offsite for ultimate destruction. This includes landfilling and thermal treatment.

Generator (Generated). For reporting purposes, a generator is defined as an installation or activity that generates or produces any amount of hazardous waste. The term generator has been broken into three classes, according to quantities generated as follows:

> **Class I,** Large Quantity Generator. An average of 1,000 kg (2,200 pounds) or more of hazardous waste or one kg (2.2 pounds) or more acute hazardous waste per month. (Equal to 26,400 pounds hazardous waste or more acute hazardous waste per year.)
>
> **Class II,** Small Quantity Generator**.** An average of between 100-1,000 kg (220-2,200 pounds) hazardous waste and less than one kg (2.2 pounds) acute hazardous waste. (Equal to 2,640-26,400 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)
>
> **Class III,** Conditionally Exempt Small Quantity Generator**.** An average of 100 kg or less of hazardous waste and less than one kg of acute hazardous waste per month. (Equal to less than 2,640 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

If your activity is a tenant Class III generator, your host command will report for you. However, you may be requested to provide hazardous waste information to the host command. If your activity is a Class III generator, but not a tenant, you are not required to report.

Hazardous Material (HM). A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. Hazardous materials are listed in the Hazardous Material Regulations (49 CFR 171), Hazardous Material Table (49 CFR 172.102), and also listed in the DOT Emergency Response Guide (DOT P5800).

Hazardous Materials Consolidation Program (HCP). The Marine Corpswide program to achieve life-cycle control and management of hazardous materials through the application of

sound management practices that minimize the types and quantities of hazardous material procured, stored, distributed and used to accomplish mission requirements at commands and installations.

Hazardous Waste (HW). Wastes listed by the EPA, or authorized state or local agencies, or which meet characteristics specified by EPA. A simplification of the Federal EPA definition is as follows:

- A waste which is listed as hazardous in RCRA regulations (40 CFR 261).
- A mixture that includes a listed hazardous waste.
- A waste, which exhibits any of the following four characteristics: ignitability, corrosivity, reactivity, or toxicity (listed in RCRA regulations 40 CFR 261.21-24).

Hazardous Waste Generation Start Date. As defined in 40 CFR 262.34, a generator may accumulate as much as 55 gallons of hazardous waste or one quart of acute hazardous waste at or near any point of generation without marking the container with an accumulation date. However, if you generate in excess of the 55 gallons of hazardous waste or one quart of acute hazardous waste at or near any point of generation, you must clearly mark the container holding the excess accumulation with the date the excess amount began accumulating and comply with 40 CFR 265.16 and 40 CFR 265 Subparts C and D. State regulations may vary.

Installation. A Navy or Marine Corps base of operations composed of a number of Navy or Marine Corps activities, units and commands, located on the host's property. The installation is normally a fenceline owner. Naval Construction Battalion Center Port Hueneme is an installation with tenants such as the Naval Facilities Engineering Service Center. Normally, the host provides services to the tenants such as utilities, guard services, etc.

Installation Restoration (IR). A program to clean up past hazardous waste disposal or spill sites under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

Offsite. A process or treatment, storage, and disposal (TSD) facility is considered offsite if the operation is not on Navy property. Note that if the reported hazardous waste is disposed by another installation that uses DRMO, the disposal location is also considered to be offsite. An example, is an installation that manifests hazardous waste to the public works center and the public works center sends the waste to DRMO.

Onsite. A process or treatment, storage, and disposal facility is considered onsite if the operation is on Navy property. This includes the reporting installation or any other contiguous Navy activity.

Pollution Prevention Annual Data Summary (P2ADS). An annual summary report that includes information on both solid waste and hazardous waste. P2ADS replaced both the Hazardous Waste Annual Report (HWAR) and the Solid Waste Annual Report (SWAR). The report must be received at the ESC by 16 March 2000 for the previous calendar year.

RCRA (Resource Conservation and Recovery Act). Public law which mandates safe hazardous waste management--from waste generation to ultimate disposal. Regulations written by the Environmental Protection Agency to implement this act are in 40 CFR 260-280. Some states have the authority to implement their own RCRA regulations.

RCRA TSD Permits. Final or interim operating permits for facilities that treat, store, or dispose of hazardous waste. The Environmental Protection Agency or authorized state agency issues permits. Do not include 90-day storage or "permit by rule" information.

Recycling. A method used to render a hazardous material or hazardous waste or used oil reusable, such as distillation or reprocessing. Note that the difference between treatment and recycling is what results from each process. Treatment facilitates disposal, while recycling allows reuse--see treatment. Recycling is a hazardous waste minimization method which may be done on base, through DRMO, or through a contractor. A recycled waste does not necessarily have to be returned to the generating installation.

Storage (Stored). Refers to items in storage awaiting treatment, recycling, or disposal as of 31 December for the reported year. An installation can store generated hazardous waste for up to 90 days without a RCRA hazardous waste permit.

Tenant. An activity or unit that has a separate UIC that occupies space within the geographical boundaries of another, larger, activity or installation. Tenants usually receive services from the host activity. Examples are a shore intermediate maintenance activity at a naval station, a public works center at a naval complex, a naval aviation depot at a naval air station, and the Naval Facilities Engineering Service Center at Naval Construction Battalion Center Port Hueneme.

Treatment (Treated). A method or process designed to neutralize or render hazardous waste non-hazardous. Report wastes that have been treated onsite to destruction or to a non-hazardous state. Thermal treatment includes ordnance (OB/OD) and incineration. Remember that the difference between treating and recycling is what results from each process. Treatment facilitates disposal while recycling results in reuse--see recycling. Wastewater that is treated onsite and is regulated under the Clean Water Act should not be reported.

UIC (Unit Identification Code). The UIC is a five character alphanumeric code and can be found in NAVCOMPT Manual Volume 2, Chapter 5. Prefix with an “N” for Navy and “M” for Marine Corps. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager.

4.5 HAZARDOUS WASTE PROCESS CODES:

- **BD--BILGE/TANK CLEANING & DERUSTING.** When cleaning bilges and tanks, degreasers are sprayed into the tanks and bilges to remove oil, grease, and dirt. Degreasers include 'Gamazene 700' and other biological enzymes. When derusting an aqueous citric acid solution is sprayed onto bilge or tank walls that have been stripped of paint. The citric acid chelates the oxidized iron, dissolving difficult rust deposits. This generates citric acid containing wastewater contaminated with iron and traces of other chelated heavy metals. Waste examples include: citric acid, rust preventatives, oily waste, sludge, and wastewater.

- **CP--CHEMICAL PAINT STRIPPING.** For very large surfaces, like an aircraft, chemically loaded gels are applied to paint surfaces, then the paint and solvent mixture is scraped and washed off with water. This generates paint/solvent sludge which may contain chromium, other toxic metals and toxic organics from the stripping solvents (phenols, chloroacetic acids, and methylene chloride). The wastewater from this process is contaminated with toxic metals and organics. For smaller parts, chemical paint stripper is often used in a dip tank process. Waste examples include rinse water contaminated with paint and methylene chloride.

- **EP--PLATING SHOP WASTE.** Electroplating and circuit board manufacturing processes generate similar wastes and should be listed under this process code. This includes anodizing and dying, chromate conversion, electroless nickel plating and other new electro-chemical processes, but excludes surface prep and cleaning. In circuit board manufacturing the typical wastes are chromic acid, solder flux acids, and waste from stripping photoresist with n-butyl cellosive acetate. For electroplating waste examples include: cleaning compounds, chromium or cyanide wastewater, and tank sludge contaminated with heavy metal. Do not report wastewater that is regulated by CWA regulations.

- **ES--EXPIRED SHELFLIFE and EXCESS MATERIALS, NON-SHIP.** Excess and expired shelf life materials such as paints, cleaning materials, and solvents from non-ship sources.

- **FC--FLUIDS CHANGEOUT.** Hazardous waste generated as a result of spent reservoir fluid replacement. Wastes included in FC are: engine lubricant change-out, cutting fluid change-out, lubricating and hydraulic systems change out, parts washer/dip tank solvent change out, and other processes where spent reservoir fluids are replaced. The wastes used in the CY96 Hazardous Waste Annual Report include: solvent change-out reported under Solvent Cleaning/Degreasing (SO), and fluids change out (FC).

- **FP--FACILITY OPERATIONS.** HW generated by recurring tasks performed at the activity. Recurring task examples are: pest management program applications; replacing and disposing of batteries; cleaning and maintenance operations; sludge from IWTP; etc. The FP process includes the following processes used in the CY96 HWAR: Pest Management (BO), Battery Operations (BA), Building/Equipment Removal (BR), Dry-cleaning (DR), Refrigeration (ER), Fueling/Defueling (FD), FireFighting Operations (FF), Facilities

Maintenance (IM), Industrial Operations/Equipment Maintenance (IO), Industrial Wastewater Treatment Sludge (IW), Medical (ME), Ordnance (OD), Photo and Reprographic (PH), Research and Development (RD), Torpedo Cleaning (TC), and Training (TR).

- **IR--INSTALLATION RESTORATION SITE CLEAN UP.** Hazardous waste that is generated from the clean up of a CERCLA site. IR wastes are no longer being collected in the P2ADS.

- **NR--NON-RECURRING.** Hazardous waste generated by a one-time occurrence outside an installation's normal daily operation. Wastes from an unknown source should be included in this process. These wastes include the following processes from the CY96 Hazardous Waste Annual Report: Asbestos Waste (AW), Forced Obsolescence (FO), PCB Waste (PW), Base Closure (CL), Spill Clean-up (SC), and Underground Storage Tank Removal (US).

- **PD--PAINTING/DEPAINTING/SURFACE FINISHING.** Hazardous waste generated from painting operations and rust and coating removal. Includes painting operations being performed by the activity on board ship while in port. These wastes include the following processes used in the CY96 Hazardous Waste Annual Report: Mechanical Paint/Rust Removal (AB), Metal/Pipe Flushing and Cleaning (PF), and Painting Operations (PO).

- **RC--RCRA SITE CLEAN-UP.** Hazardous waste generated due to RCRA corrective actions or closure. RC wastes are no longer being collected in the P2ADS.

- **SP--SHIP OPERATIONS.** Hazardous waste generated during a ship's operations, i.e., ship generated oily wastewater from ballast water, water contaminated fuel, and emptying bilge, tanks, voids, and other compartments; expired shelf-life; excess hazardous materials; boiler layup and hydroblasting processes. Use this process for RCRA/state regulated wastes that must be manifested due to the decommissioning of a ship. These wastes include the following processes used in the CY96 Hazardous Waste Annual Report: Bilge/Tank Emptying (BC), Ship's Boiler Cleaning (SB), Ships Decommissioning (SR), Ship's Excess Materials (SS), and Ship's Used Materials (SW).

4.6 P2ADS--CY99 HAZARDOUS WASTE FORM

PART A: CY99 INSTALLATION INFORMATION

1. **UIC**:_____

2. **INSTALLATION NAME**:_____

3. **LIST MAJOR TENANTS OR OTHER ACTIVITIES COVERED BY THIS REPORT**:
(Please attach continuation sheet if necessary.)

TENANT ACTIVITY NAMES	UIC

4. **HW CONTACT**:_____

5. **DEPARTMENT CODE:** _____

6. **PHONE (DSN, COMMERCIAL)**:_____

FAX PHONE (DSN, COMMERCIAL):_____

7. **E-MAIL ADDRESS**:_____

8. **GENERATOR CLASS**:_____

9. **DO YOU HAVE A POLLUTION PREVENTION PLAN?** YES_____ NO____
If yes, provide the date your P2 Plan was last updated: _____

10. **TOTAL HW DISPOSAL COST**: $_____

11. **DO YOU HAVE A RCRA TSD OR INTERIM STATUS PERMIT(S)?**:
YES _____ NO _____
If yes, list the permit number(s): _____

12. **DO YOU HAVE OR PARTICIPATE IN A CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP) OR HCP FOR MARINE CORPS INSTALLATIONS?**
YES_____ NO_____

13. **COMMENTS:**

PART B: CY99 HAZARDOUS WASTE OPERATIONS

NAME AND UIC OF GENERATOR:_____

Please read all instructions before reporting. Backlogged pounds cannot be greater than the sum of stored, recycled, treated, and disposed.

REPORT ALL QUANTITIES IN POUNDS.

PROCESS CODE	BACKLOG[1]	STORED[2]	RECYCLE ONSITE	RECYCLE OFFSITE	TREATED ONSITE	DISPOSED ONSITE	DISPOSED OFFSITE	TOTAL COST

[1] Backlog pounds stored on 1 January 1999.

[2] Stored pounds as of 31 December 1999.

PART C: CY99 HAZARDOUS WASTE SUCCESS STORIES

ORGANIZATION NAME**:**

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed P2ADS information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/M ANDERSON
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call Margaret Anderson, DSN 551-3008, (805) 982-3008, FAX DSN 551-4832. Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

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COMNAVSURFWARCENDIV INDIAN HEAD MD (Codes 046F, 046D)
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COMNTC ORLANDO FL (NTC 010E)
COMNTC SAN DIEGO CA (Environmental Division)
CO ADMINSUPPU SWA (Environmental Division)
CO AFEXPTRAACT CAMP PEARY (Environmental Office)
CO CAMP H M SMITH HI (LECS)
CO CBC PORT HUENEME CA (PW410, PW420)
CO CBC GULFPORT MS (Codes 17, 1731)
CO FCTCPAC SAN DIEGO CA (Code 01E)

CO FISC (MANCHESTER FUEL DEPOT) BREMERTON WA (OEA)
CO FISC OAKLAND CA (Code 616CA)
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CO FLEASWTRACEN SAN DIEGO CA (Code 0/H)
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CO NAS POINT MUGU CA (PW 410, PW420)
CO NAS SIGONELLA IT (SE&OHD, ENV3)
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CO NAS WHIDBEY ISLAND WA (NAS 4430, N4440)
CO NAS WHITING FIELD MILTON FL (Code 18300)
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CO NAVHOSP GUAM (Code 203A)
CO NAVHOSP PENSACOLA FL (ENV)
CO NAVMAG LUALUALEI HI (Code R465)
CO NAVMARCORESCEN ENCINO (N9)
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